

# Internship Report On

Operations of the Medium Market Enterprise Department of IPDC  
Finance Limited



الجامعة الإسلامية للتكنولوجيا  
UNIVERSITE ISLAMIQUE DE TECHNOLOGIE  
ISLAMIC UNIVERSITY OF TECHNOLOGY  
DHAKA, BANGLADESH  
ORGANISATION OF ISLAMIC COOPERATION



Submitted To

**Islamic University of Technology**

In partial fulfillment of the requirements for the degree of  
BBA in Business and Technology Management (BTM)

Submitted By

I understand that my final report will become part of the permanent collection of the Islamic University of Technology BBA in Business and Technology Management Program. My signature below authorizes release of my final report to any reader upon request.

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.....  
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## **Letter of Transmittal**

18<sup>th</sup> April, 2022

Dr. Md. Abul Kalam Azad  
Associate Professor  
Department of Business and Technology Management.  
Islamic University of Technology

**Subject: Submission of Internship Report**

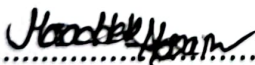
Dear Sir,

I am hereby submitting my internship report, which is a part of the BBA in TMP Program curriculum. It is a great achievement to work under your supervision.

This report is based on "Operations of the Medium Market Enterprise Department of IPDC Finance Limited". I had the opportunity to work in IPDC Finance Limited, in the Medium Market Enterprise Department for twelve weeks, under the direct supervision of Nazia Ahmed, Senior Financial Analyst, Medium Market Enterprise Department. This internship provided me with opportunities to improve my professional skills, as well as a practical experience against the academic learnings. I understood the operations and the overall organizational culture of the department and the organization as a whole.

I will be obliged if you kindly accept this report and provide me with any kind of expert judgement or feedback you may have.

Yours sincerely,

  
.....

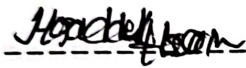
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## **Declaration**

I, Didar Md. Mosaddek Hossain, a student of the Department of Business and Technology Management of Islamic University of Technology hereby declare that I have prepared my internship report on "Operations of the Medium Market Enterprise Department of IPDC Finance Limited" by myself with the guidance provided by my supervisor Dr. Md. Abul Kalam Azad, Associate Professor, Department of Business & Technology Management. I have not intentionally infringed on any copyright. To the best of my knowledge, the work is genuine. I further certify that the report was not given to any other person or organization in exchange for a certificate of any kind.



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Business & Technology Management

Islamic University of Technology

# **Internship Report On**

“Operations of the Medium Market Enterprise  
Department of IPDC Finance Limited”





## **Acknowledgement**

This report was a display of collective efforts and collaboration from a number of people. I am really honored by their support and their continuous motivation and guidance have enabled me to complete this report.

I really want to take this moment to thank our Almighty Allah, for rewarding me with patience and resilience to complete my responsibilities as an intern, in IPDC Finance Limited. After that, I want to express my gratitude to my honored Advisor, Dr. Md. Abul Kalam Azad, Associate Professor, for his relentless support and advice throughout the process. I am grateful to Nazia Ahmed apu, my supervisor at IPDC Finance Limited, a huge debt of heartfelt gratitude for her support and mentorship throughout the internship period. It would have been impossible to produce this report without her assistance.

I am grateful to the whole BTM department for working tirelessly to make the internship program a success for myself and my classmates. They were the ones who ensured that theoretical knowledge and first-hand corporate experience could be combined.

Finally, I would like to thank my family for helping me in staying strong and healthy throughout the entire period. I'd like to also thank my coworkers for guiding me with helpful recommendation and suggestions. I'd also like to thank my friend Galib, Alsaad, Arnob and Nafi, as their support enabled me to overcome numerous challenges.

## **Executive Summary**

This report has been prepared in an attempt to summarize the practical and professional experience of the internship program. The paper encapsulates my experience as an intern at Medium Market Enterprise Department at IPDC Finance Limited.

IPDC Finance Limited, is the first private sector non-banking financial institution in Bangladesh. Contributing to the enrichment of the economy since the start of their journey in 1981, IPDC has always been a competitive player in the financial sector. Aiming to promote the youth, entrepreneurship and penetrating previously untouched market, the company has been working tirelessly to claim the position of the market leader. With their innovative and tailor-made product offerings for their clientele, is the considered the benchmark in the same class of institutions.

Medium Market Enterprise is a comparatively new department at IPDC Finance Limited, focused on providing highly flexible and customized product offerings to the medium market clients, enabling the advancement of the economy. As an intern of MME, I was able to have a hands-on experience of the entire operations. I was under the supervision of Nazia Ahmed apu, Senior Financial Analyst and she motivated me to have a proactive role in the operations of the department.

I explored the corporate culture of a premier corporate institution during my three-month long internship period. I was able to enhance my skills by adapting to the culture. This also helped me to work on my personal growth as well. Wherever I may end up in the future, this journey will have an impact on my professional plans. I was able to identify where I need to improve, learn and contribute.

I have given an overview of the report in the first section, followed by company analysis and industry analysis. The details about my duties and responsibilities as an intern is the discussion of the next part. A thorough analysis of the company from three different perspectives is provided in fifth section. Finally, I have expressed my recommendations to improve the overall process of IPDC Finance Limited.

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# Chapter 1

## Introduction



# **1. Introduction**

This report is a fundamental part of the academic course – Internship 4800 for the 8th semester. This report is produced with the ultimate goal of sharing the knowledge and experiences I have gained throughout my three-month long internship period at IPDC Finance Limited. This part of the report contains the origin of the report, scope, objective, methodology and the limitations I had to deal with while putting this report together

## **1.1 Origin of the Report**

The completion of the internship report is considered to be an integral part of the BBA Program and it shows how much we can relate to our classroom learnings with the real-life scenarios. Being a student of Technology Management, it is pivotal for us to understand how an organization functions in real world and the various implications of the learned concepts and theories, throughout the bachelor life. I feel lucky, to have the opportunity to complete my internship at IPDC Finance Limited. Working in a non-banking financial institution, exposed me to the vast world of financial expertise and provided multiple learning opportunities. During my tenure at IPDC, I experienced a variety of departments, responsible for carrying out their respected tasks. Among the different functioning departments, I choose to work in the field of Medium Market Enterprise.

The report has been prepared as a fundamental requirement of the BBA in TM Program. I have completed my internship under MME Investment department and it was a quite an experience on my part too. Working with the team, enabled me to know more about the financial sector of our country and also enriched my knowledge in that field. I received a firsthand experience about the lending facilities of the company. This intrigued me about the different lending schemes offered by the company and the post-pandemic lending strategy of the company. During my time there, I was more focused on understanding the core strategies involved in giving out a loan facility and the numerous activities that came along with it.

## **1.2 Objective of the Report:**

During the internship period of three months, the primary goal was to develop and understand the operations of the Medium Market Enterprise department in IPDC Finance Limited and how they work as a team and collaborate to achieve their objectives. The purpose of this report is to give a brief overview of the experience from my perspective, including the happenings and the experiences gained during the time.

- To give a brief overview of my 3 months' experience as an intern at IPDC Finance Limited
- To outline my duties and responsibilities as an intern
- To give an insight on the overall condition of the company's business
- To relate with the academic learning with practical experience

## **1.3 Methodology:**

I gathered information and insights for the report from both primary and secondary sources. Following are the sources of information:

Primary Data:

The lion's share of this report is written with the help of insights collected primary research during my internship period. The primary sources of information were:

- The diary and notes I maintained throughout my internship period
- Employees of the company

Secondary Data:

Along with the primary sources, secondary sources contributed to a significant amount of information available on this report. The secondary data were readily available in IPDC's website and different journals and articles. The sources for the secondary data include:

1. Annual Reports of IPDC Finance Limited (Year 2019, 2020)
2. Quarterly Financial Statements
3. Website of [IPDC](#)
4. Journals, articles, reports, books and newspaper.

#### **1.4 Scope of the Report:**

This report gives an organizational overview of IPDC Finance Limited and more specifically the department of Medium Market Enterprise. Readers will be able to understand how the company works and their journey towards success from their inception period. They would also have a brief knowledge about the working condition, corporate culture and opportunities in the organization. This report also contains useful information regarding the whole financial sector of the country. Finally, it will provide the readers with an opportunity find out the learnings and experiences I had during my three-month internship period there. There are some suggestions provided at the end of the report to identify the scope for improvement.

#### **1.5 Limitations of the Report:**

- Time limitation played a big role in limiting the information flow. During my internship tenure, a lot was happening around me. It was challenging enough to soak up the knowledge and find the rhythm while doing so. By the time, I caught up with the flow, there wasn't enough time to conduct a more detailed study to ensure a more robust suggestion. Also, due to the lack of time, it was hard to understand the functionalities of the other departments, responsible for proper operation.
- Just like all the publicly traded companies in the market, IPDC Finance Limited had to ensure that, information was secured. Owing to this confidentiality in the workplace, some of my coworkers did not share enough information with me. Though I was exposed to some critical information, I was allowed to do so strictly under the condition, that I wouldn't share that information with anyone else. So, a lot of information that would otherwise make this report more resourceful couldn't be shared.
- Finally, another important factor that came into play was my subject concentration and my field of work. As a technology management student, I had to work in a workplace of finance graduates, which was a difficult task as it was. And it took a bit of time to get used to. It was difficult for me to relate to their work field in a detailed manner. This slowed down the knowledge and resource gathering process.

Despite the limitations I faced in writing this report, I still would like to state that, I have tried my absolute best to make this report as detailed and informative as possible. I believe that, in future, this report would be considered resourceful to the people conducting research, regarding this area of concentration.

# Chapter 2

## Company Analysis

## **2. Company Analysis**

### **2.1 Historical Background**

IPDC Finance Limited (IPDC Finance or IPDC) is considered to be the most trusted financial brand in Bangladesh that aims to go beyond the bounds of financial frameworks to serve its customers with passion. With an eventful journey of almost 41 years, IPDC has been the catalyst for creating meaningful stories in the lives of the treasured clientele.

After a hard-fought war in 1971, Bangladesh started the journey of a free nation. But the post war crises meant that it was hard to deliver on the dreams our great leaders. To realize the vision of a free nation, a group of distinguished investors decided to establish the first privately owned financing company of Bangladesh, IPDC Finance Limited. Back then, it was known as the Industrial Promotion and Development Company of Bangladesh, IPDC in short. The founding shareholders of the company were International Finance Corporation (IFC), USA, German Investment and Development Company (DEG), Germany, The Aga Khan Fund for Economic Development (AKFED), Switzerland, Commonwealth Development Corporation (CDC), UK and the Government of Bangladesh. Since its inception, IPDC Finance has played a pivotal role in developing the industrial landscape. With a vision to promote the economic growth and sustainability, it was incorporated in 1981 with the Registrar of Joint Stock Companies and Firms, Dhaka. The company has also been registered as a financial institution under the Financial Institutions Act 1993 on 7 February of 1995. The company obtained the 'Enlisted' status on both Dhaka and Chittagong Stock exchange on 3<sup>rd</sup> December of 2006.



# Journey of IPDC

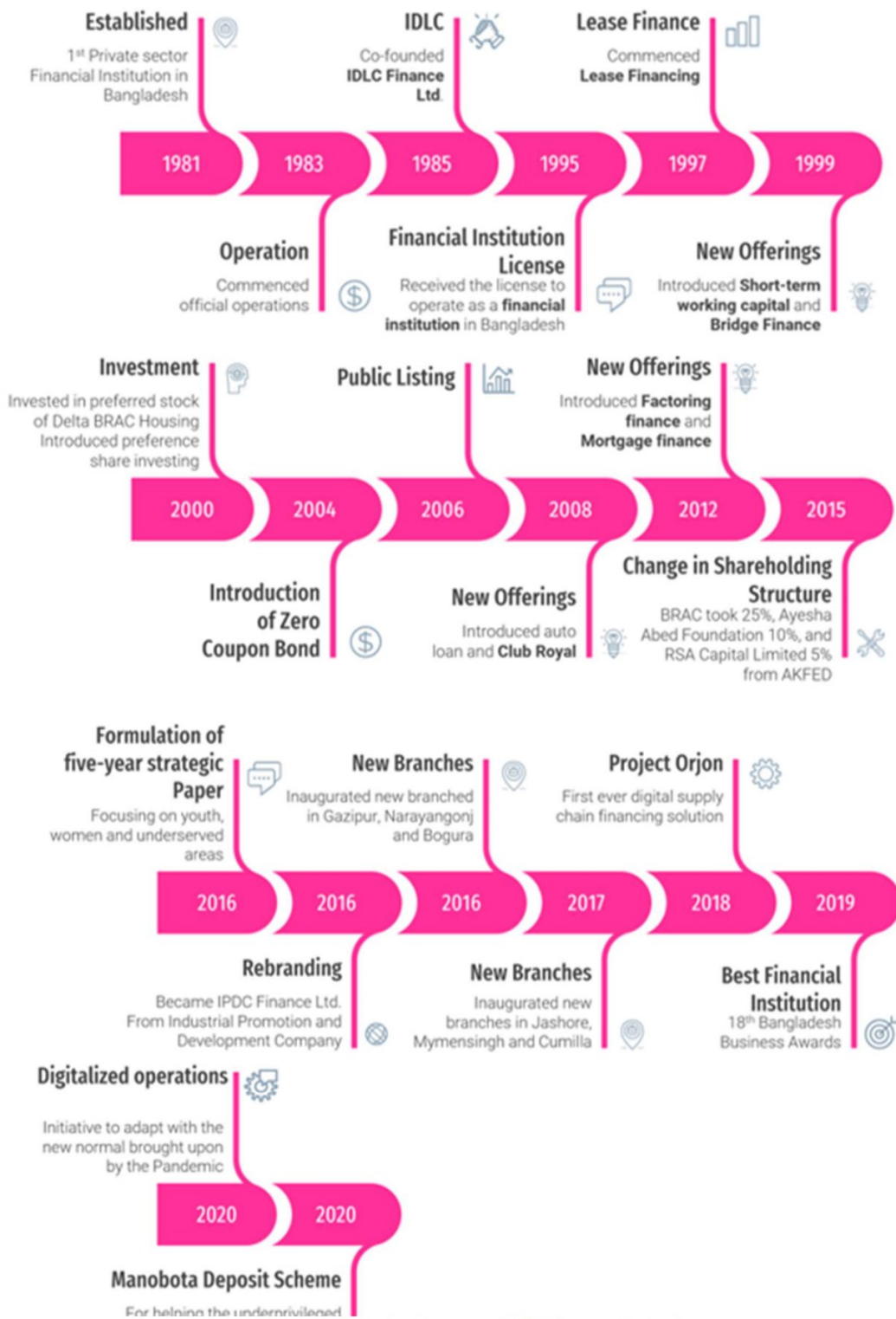


Figure 1: Historical Journey of IPDC Finance Limited

## **2.2 About the Company**

IPDC Finance, is the country's first privately owned non-banking financial institution. The company is publicly traded and listed in both Dhaka and Chattogram Stock Exchange. From the beginning of the journey, IPDC has been tremendous in terms of their innovative product offerings and setting up the benchmarks for the whole industry to follow. Reshaping the landscape of the industrial side of things, IPDC played a critical role by staying flexible about their clientele but still staying true to their core values. The innovative product and service line has enabled IPDC to capture the attention of the potential clientele and to maintain the existing clientele with ease. Realizing the efforts given in the development of the company, IPDC is now a diversified financial institution offering a wide variety of products and services encompassing corporate finance and advisory services, middle market supply chain finance, retail wealth management and retail finances.

IPDC has been working on giving the best to their clientele, offering them customized and tailored products and services to fulfill their needs. This quality helped them to have one of the most diversified clienteles among all the financial institutions. The customer base features individual clients, SME and MME clients, corporate clients and so on. The company has been a partner in many milestone projects in this country. The mentionable ones are, financing the first five-star hotel, Westin; financing the first theme park in our country, Fantasy Kingdom; Financing the first international grade hospital facility, Apollo Hospital Dhaka; financing the first leasing company in Bangladesh, IDLC. IPDC has also been involved in the financing of Ekushey Television, Scholastica, National Housing, Summit, Holcim and many more.

The company recently rebranded itself to become more youth-friendly and to empower the women and reach the previously unserved areas. With an aim to become the leading financial institution of the country, IPDC has ventured into a new journey with strategies that will pave the roads for opportunities. According to IPDC, in a transforming industry, it is important to uphold the values and build on that. All the changes that has been implemented in the organization, since the rebranding, is for the purpose of becoming the financial institution for a changing world.

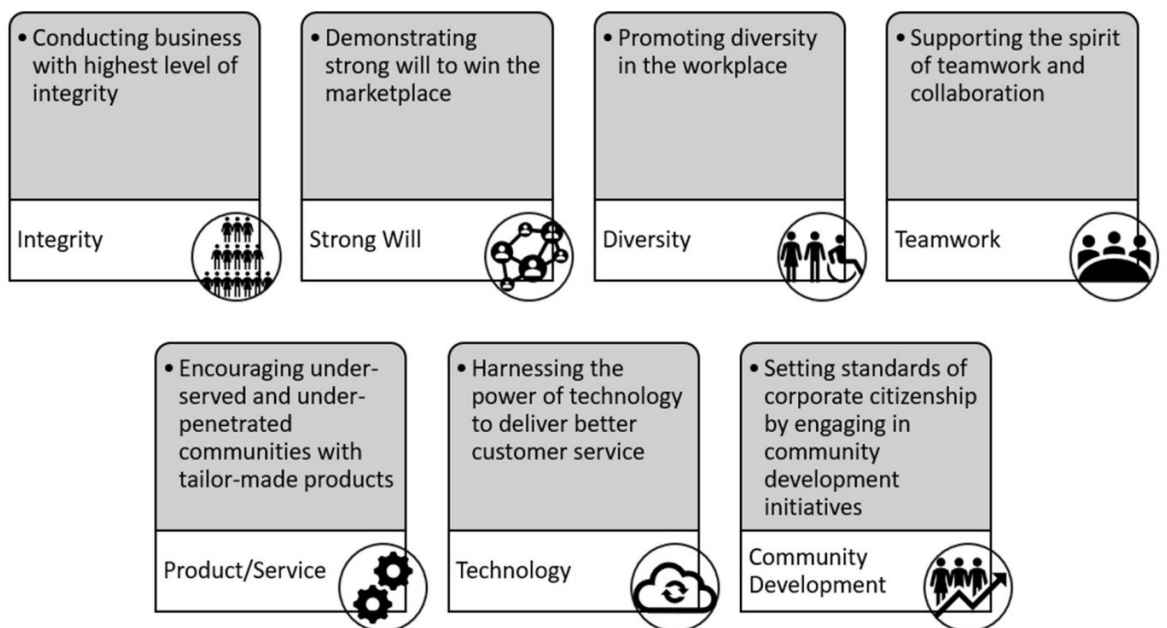
## 2.3 Vision

To become the most passionate financial brand in the country with a special focus on youth, women and under-served areas.

## 2.4 Mission

To enable our customers and communities to live unbound and to live to their fullest potential by extending innovative financial solutions in a friendly, timely, transparent and cost-effective manner.

## 2.5 Strategic Objectives



## 2.6 Core Values

The core values of IPDC Finance Limited revolves around the customer experience and their passions, innovations and limitless exploration. This has allowed them to build a value driven organization, aiming for the best output.

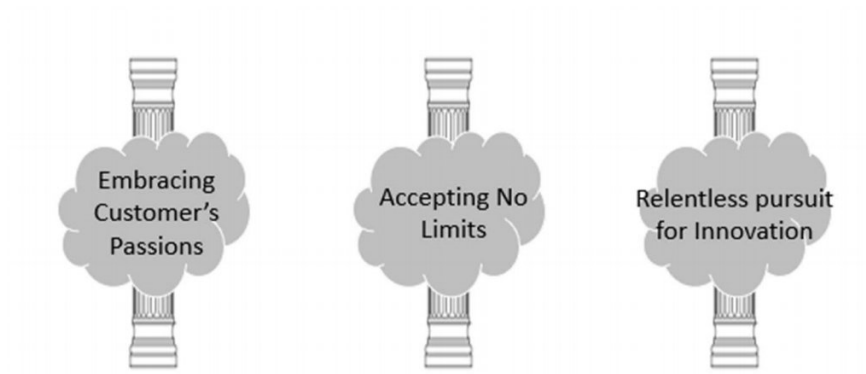


Figure 2: Core Values of IPDC Finance Limited

## 2.7 Core Strengths:

- Experienced management
- Strong and diverse Board of Directors
- Strong governance and regulatory compliance
- Strong base of capital
- Superior quality of asset base
- Unique culture
- Superior customer service

## 2.8 SWOT Analysis:

### Strength:

- Risk controlling and management framework for safeguard
- Tremendous relationship with corporate houses
- Uniqueness of shareholding structure

### Weakness:

- The exposure in the individual level and SME business level is not up to the expectations
- Lack of adequate distribution channels

### Opportunities:

- Advantageous position in retail lending due to recent regulation change
- Number of women entrepreneurs and middle-income people are on the rise
- Steady growth of the service sector
- Increasing number of internet users
- Youngsters taking a pro-active role in the economy

Threats:

- The growing portfolio of the rival NBFIs
- Limitation in product design due to regulation
- Increasing amount of regulatory deposit

## **2.9 Business Overview:**

Being an NBFI, IPDC Finance limited primarily focuses on financing and other finance related activities. These include retail financing, SME financing, deposit mobilization, project investments, hire purchase financing, lease financing, factoring finance, corporate financing etc. The company has 12 branches including the office in Gulshan. Motijheel, Dhanmondi and Uttara are the other 3 branches in Dhaka. Other eight are located in Chattogram, Mymensingh, Gazipur, Bogura, Narayanganj, Sylhet, Jashore and Cumilla.

## **2.10 Corporate Information:**

### Registered Name of the Company

IPDC Finance Limited

Previously registered as Industrial Promotion and Development Company Bangladesh Limited

Legal Form:

A public limited company incorporated in Bangladesh under the Company Act 1993 (now the Companies Act 1994), listed in Dhaka and Chittagong Stock Exchange Limited with a trading code IPDC since 02 December 2006. License and Financial Institution under Financial Institutions Act on 07 February 1995.

Date of Incorporation:

28<sup>th</sup> November 1981

Registered Head Office:

Hosna Center (4<sup>th</sup> Floor)

106 Gulshan Avenue, Dhaka 1212

Fax: +(88-02) 55068930, +(88-02) 55068928

Tel: + (88) 09612885533, + (88-02) 55068931-36, (+88) 09612316519

Email: [email@ipdcbd.com](mailto:email@ipdcbd.com)

Website: [www.ipdcbd.com](http://www.ipdcbd.com)

## **2.11 Products and Services:**

Corporate and Advisory Services:

Project and Syndication Financing:

- To enable financing of large-scale investments, by forming a consortium with large financial institutions and bank. Here, IPDC acts as the lead financing arranger.

Long Term:

- Long term financing is provided to customers to meet the business purposes, capital and operating expenditure requirements.

Short Term:

- Short term financing is provided to companies to meet the daily operation expenditure

Lease Financing:

- Lease financing is provided against the purchase of industrial grade equipment and machinery.

Small and Medium Enterprise:

Term Loan:

- Offered to the organizations in both long-term and short-term basis

Factoring Finance:

- Factoring finance is offered to receive fast cash against the receivables, relieving the first party of the debt less than the original amount, in order to provide them with working capital.

Women Entrepreneur Loan:

- Under the 'Joyee' loan scheme, a flat loan at 8% interest rate is offered, throughout the year.

Lease Financing:



- IPDC provides lease financing against the purchase of any business entity owned vehicle or machinery.

#### Supply Chain Financing:

- IPDC offers a tailor-made lucrative financing solution to the cottage-industry owners

#### Retail Finance:

##### Home Loan:

- Customized home loan offers are made to the individual customers depending on their requirements

##### Auto Loan:

- IPDC provides auto loan against the purchase of a vehicle

##### Personal Loan:

- IPDC offers individual level loans according to the customers need.

#### Deposit Schemes:

IPDC offers a range of deposit schemes for its customers. These include Annual Profit Scheme, Fixed Deposit Scheme (General), Monthly Profit Scheme, Cumulative Profit Scheme, Quarterly Profit Scheme, Double Money Deposit.

#### Saving Schemes:

##### Annual Profit Scheme:

- Interest is paid annually on a fixed amount of no less than BDT 10,000

##### Cumulative Profit Scheme:

- Interest is paid at maturity on a fixed amount of no less than BDT 10,000

##### Fixed Deposit Scheme General:

- Interest is paid at maturity with a minimum tenure of three months and on a fixed amount of no less than BDT 10,000.

##### Monthly Profit Scheme:

- Interest is paid on a monthly basis with a minimum tenure of three months on a fixed amount of no less than BDT 50,000

**2.12 Organizational Structure of IPDC Finance Limited:**

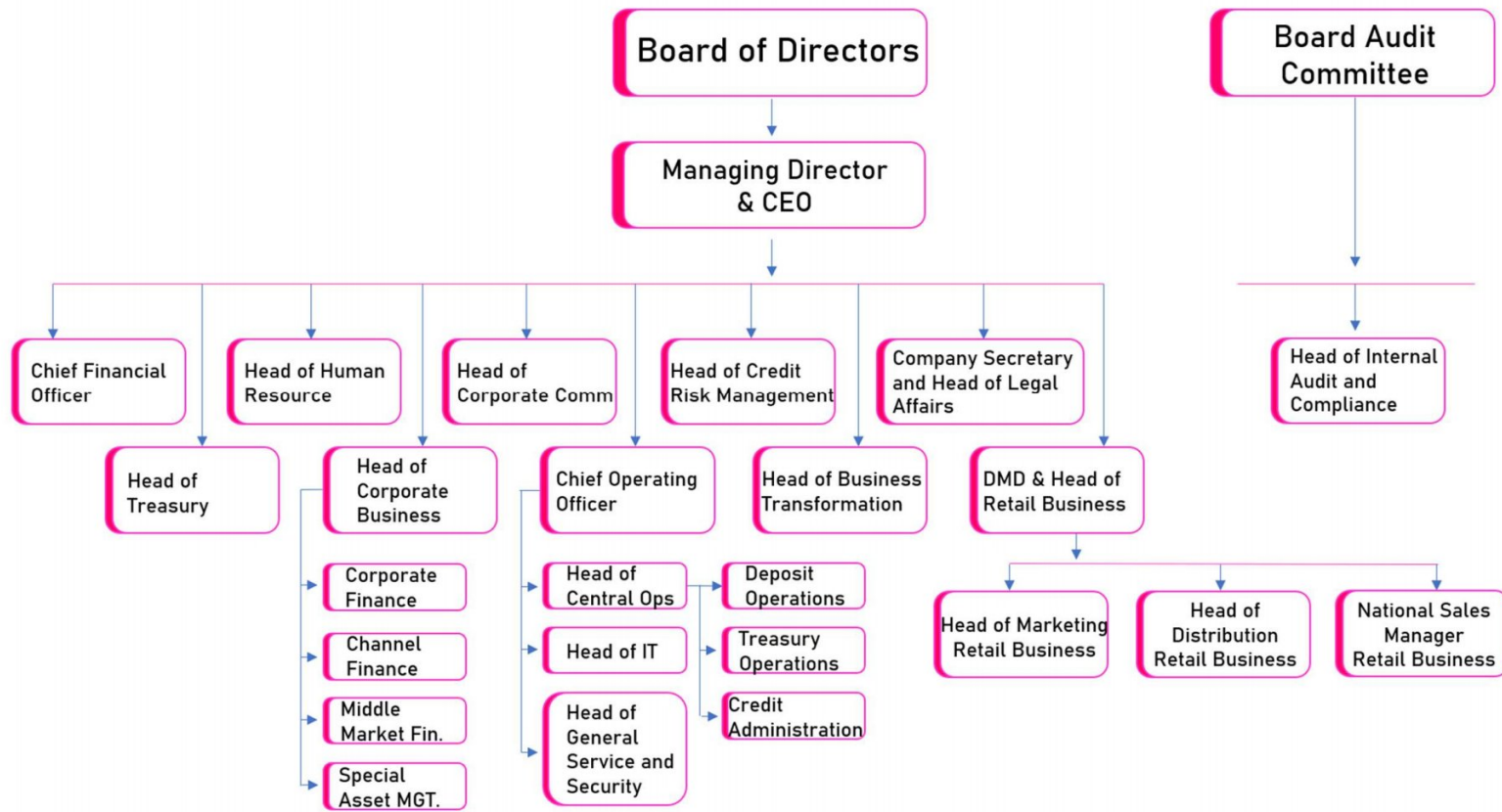


Figure 3: Organizational Structure of IPDC Finance Limited

### 2.13 Shareholding Structure of IPDC Finance Limited:

Founding Shareholders:

<p>The Government of the Peoples Republic of Bangladesh (GOB)</p>	
<p>The Aga Khan Fund for Economic Development (AKFED), Switzerland</p>	 <p>AGA KHAN FOUNDATION</p>
<p>International Finance Corporation (IFC) and affiliate of World Bank</p>	
<p>German Investment and Development Company (DEG), Germany</p>	
<p>Commonwealth Development Corporation (CDC), United Kingdom</p>	

Figure 4: Founding Shareholders of IPDC Finance Limited

## 2.14 Current Shareholding Structure:

SL No.	Name of Sponsor	No. of Shares	% of paid capital
1	The Government of the People's Republic of Bangladesh (GOB)	81,193,210	21.8796%
2	BRAC	92,772,883	25.0000%
3	Ayesha Abed Foundation	37,109,152	10.0000%
4	RSA Capital Limited	18,554,574	5.0000%
5	Bluechip Securities Limited	29,831,193	8.0388%
6	Institutions	62,102,192	16.7350%
7	Foreign	265,966	0.0717%
8	General Public	49,262,377	13.2750%
<b>Total Shares</b>		<b>371,091,547</b>	<b>100.0000%</b>

Figure 5: Current Shareholding Structure of IPDC Finance Limited, as on March 31, 2022

# Chapter 3

## Industry Analysis

### 3. Industry Analysis:

#### 3.1 Industry Specification:

In Bangladesh, NBFIs or Non-Banking Financial Institutions are licensed and controlled under the Financial Institution Act, 1993. The primary sources of activities of NBFIs include investing and reinvesting in shares, stocks, debentures, bonds, debenture issued by the government or any other local authority, providing financial facilities for industrial, commercial, agricultural or housing. Their activities also feature the hire purchase facility (i.e. leasing of machinery or equipment) and investments in enterprises, venture capitals and providing financial facility for the purpose of purchasing property. At present, there are 35 NBFIs operating in our country. Among which three of them are owned by the government, 13 NBFIs are joint ventures including foreign participation in the shareholding structure and 19 NBFIs in the private sector. The regulations for NBFIs are provided through the following two departments of the government:

- (a) Department of Financial Institutions and Markets
- (b) Financial Institution Inspection Department (FIID)

According to the regulations imposed by the regulatory body, the financial institutions in Bangladesh can be separated in the following categories:

1. **Formal:** The formal financial institutions contain all the regulated institutions such as banks, non-banking financial institutions (NBFI), merchant banks, brokerage houses and insurance firms.
2. **Semi-formal:** This sector contains the financial organizations who are regulated to an extent, but the authority (Central Bank, Insurance Authority, Securities and Exchange commission) don't have total jurisdiction over the actions of these organizations. This side of the financial institutions are dominated by Special Financial Institutions like, Grameen Bank, House Building Finance Corporation, Palli Karma Sahayak Foundation and other non-governmental organizations.
3. **Informal:** Unregulated private intermediaries populate this sector of the financial organizations.



The primary sources of funds for NBFIs include term deposit (no less than six months), credit from other financial institutions (such as banks and NBFIs), call money and bond and securities investment. The functions of NBFIs may suggest them as an alternative to banks, but the key factors differentiating between NBFIs and banks are:

- NBFIs can not accept regular deposits from the customer.
- NBFIs can not issue checks, demand drafts or pay orders.
- NBFIs are not allowed to engage in foreign exchange financing
- NBFIs have the permission to engage in a variety of financial activities such as lease financing, bridge financing, securitization instruments, syndicated financing and private equity placement.

In the recent years, NBFIs have contributed a lot in terms of assisting the growth of the economy through the mobilization of funds. Though the regulations do not permit them to engage in taking deposits from the general people, but they are permitted to turn savings into investments. They can also act as alternative financial services enabler, offering financial advices, individual and collective investing, money transportation, risk sharing, brokering. Despite the barriers against deposit for the NBFIs, there is no question regarding them being a source of consumer credit and they have been competing against different banks with their lucrative offers and deals against different financial facilities (insurance business, currency exchange, microloans etc.)

### **3.2 Industry Size, Trend and Maturity:**

Being a comparatively new in the finance sector of Bangladesh, NBFIs have been raking some impressive numbers in terms of the total paid-up capital reserve. Currently the minimum deposit amount for NBFIs stand at BDT 1.00 billion and the total deposit stands somewhere in the region of BDT 440 billion, against the 35 NBFIs currently operating in the country. (Bangladesh Bank, 2020)

Among the financing facilities provided by the NBFIs, the most popular one should be considered as the term facilities offered by them which ensures the mobilization of the cash flow and minimizing the credit gap, faced by the consumers. Apart from NBFIs, Banks are allowed to engage in providing term financial facilities to the general mass. Owing to their unstructured way of handling business and lack general adequate experience work force have already resulted in a huge number of outstanding loans in the country. Where the NBFIs shine, is the structured way of conducting business. Their relevancy is proved when

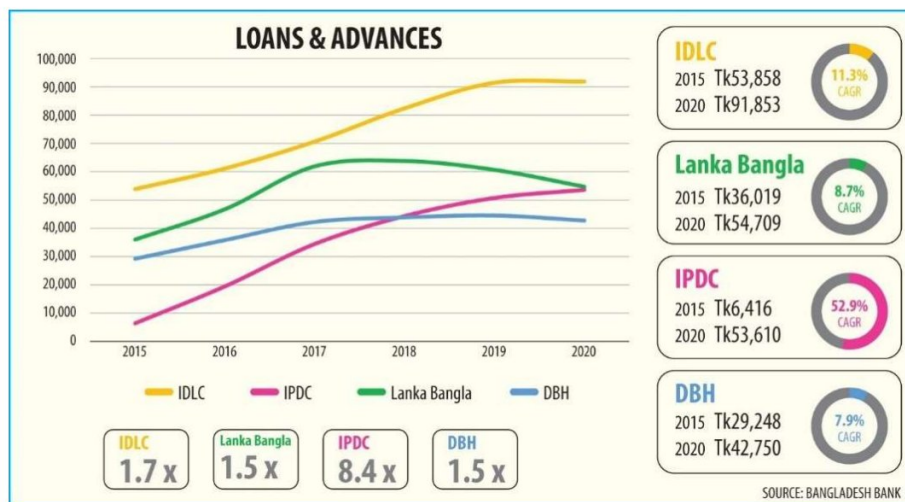


Figure 6: Growth Trend of the leading NBFIs in Bangladesh

the number outstanding loans for NBFIs and banks are calculated. NBFIs have a lower number of outstanding loans compared to the banks. Enabling the economic development and mobilizing the investments and funds have made the NBFIs an integral part of the country's financial infrastructure.

The featured figure gives us an idea about the performance of the NBFIs in the recent years, where we can see that the total portfolio of the four leading NBFIs at the end of June 2020, stands at BDT 2,428 billion. Though the figure suggests that the growth of the portfolios was hampered during 2020, it is to be noted that the COVID outbreak happened in the same year which may have contributed to the less than expected growth.

### 3.3 Strategic Analysis of the Industry:

IPDC has to operate in a highly competitive environment in the finance sector. Porter's Five Forces Model for IPDC Finance is highlighted below:



Figure 7: Porter's Five Forces

#### Rivalry Among Existing Firms:

Considering the 35 NBFIs and 50 banks operating in the financial landscape of the country, it is safe to assume that the competition in this sector is comparatively higher. The factors fueling this never-ending rivalry are:

- **Switching Costs:** The cost to switch from one service provider to another is minimum due to the high competition.
- **Service Quality:** Operating in a concentrated market, IPDC has been providing high-grade services to its customers
- **Customer Loyalty:** Owing to the recent re-branding of IPDC, customer loyalty is increasing.

#### Threats of New Entrants:

- **Advantage of the First Mover:** Being the first private sector NBFIs in Bangladesh, IPDC gained an unprecedented advantage in terms of conducting business in the country. It is a daunting task for any new NBFIs to achieve the level of excellence IPDC has achieved throughout the years.
- **Legal Impediments:** The regulations regarding the operations of NBFIs are pretty strict, minimizing the threats of new entrants to an extent.
- **Large Economic Scale:** New entrants, if enter, will not be able to provide the service in a bigger scale, hence the threat is subdued.

#### Bargaining Power of the Buyers:

- **Production Cost:** Owing to the low cost of production in the NBFIs side, the buyers get to negotiate with the NBFIs, when taking financial facilities.
- **Product Differentiation:** All the NBFIs offer almost identical product sets to the customers, so the customers can leverage this against them.

#### Bargaining Power of the Suppliers:

- **Concentration Level:** The suppliers in this sector are highly experienced players in the sector, giving them the upper hand in negotiation.
- **Cost of Switching Suppliers:** The cost of switching to a different supplier is high, and considering the difficulty in finding specialized supplier is a mammoth task on its own.
- **Concentrated Investment:** Huge portion of the company portfolio consists of the investments made by significant depositors are few in number.

#### Threat from Substitutes:

- **Unregulated Lending:** The unregulated lending schemes provided informally by various sources pose a threat to the NBFIs in general.
- **Deposit Schemes:** There are many co-operative societies that provide its members with lucrative deposit schemes against their investment.
- **Mobile Financial Service:** The rise of MFS in the country has enabled the consumers to deposit their surplus easily.

### **3.4 Present Market Scenario:**

Currently the total number of branches of NBFIs stand at 276 as of 30 June 2020. Among them, 94 are set inside Dhaka district and the rest 182 are scattered around 36 districts across the country (Bangladesh Bank, 2019-2020)

#### **Review on Deposits & Advances of NBFIs**

##### **Deposits:**

NBFIs' total deposits liabilities (excluding inter NBFIs) in the quarter of April-June 2021, declined by a total of Tk. 29,840 lac (0.67%) to Tk. 4393451 lac, compare to the previous quarter Jan-Mar 2021. This decline in the total deposits in the quarter of April-June 2021, was indorsed to decrease in private NBFIs and Non-scheduled Banks of Tk. 28,245 lac (0.66%) and Tk. 2,122 lac (1.81%) corresponding to Tk. 4,275,339 lac and Tk. 114,964 lac. At the end of the quarter of April-June 2021, private NBFIs accounted for a total deposit of 97.3% compared to 97.29% at the end of the previous quarter of Jan-Mar 2021.

##### **Advances:**

NBFI advances has shown a growth by Tk. 25,449 lac (0.36%) to Tk. 7,116,870 lac in the quarter of April-June 2021, compared to the previous quarter of Jan.-Mar. 2021. The advances in public NBFIs has seen an increase by Tk. 3,745 lac (0.37%) to Tk. 1,007,432 lac, whereas, the advances in the private NBFIs increased by Tk. 195 lac to Tk. 5,695,313 crore in the quarter of April-June 2021.

### **3.5 Summary of Challenges and Opportunities**

Financial services to all levels of entrepreneurship, individuals, and industries should be the top priority for a developing country like Bangladesh. Non-Banking Financial Institutions (NBFIs) were created with the aim of establishing a dependable financial

system to meet the nation's unique and expanding financial requirements. Many NBFIs, along with People's Leasing, are already in risk of liquidation as a direct consequence of a financial collapse in recent times. In addition to that, some NBFIs also have negative interest rate spreads (IRS). Since the banks have entered leasing business, they pose a direct competition to NBFIs. Although the total asset as compared to GDP was also reduced from 3% (2017) to 2.75% (2018), the sector has shown significant improvement in EPS due to government support.

# Chapter 4

## Description of Main Duties



## **4. Description of Main Duties:**

### **4.1 Position and Department:**

In IPDC Finance Limited, I was an Intern at the Medium Market Enterprise (MME) for 3 months. SME department was broken down into two halves almost 8 years ago and on of those two halves are Medium Market Enterprise. It has been operating independently and providing tailor-made financing solutions to the medium market clients.

### **4.2 Tasks Completed during the internship:**

The MME department had some very specific jobs to offer in contrary to the other departments in the organization. These mostly included preparing a credit memo for individual loan requests, financial analysis of the concern (applied for financing), generation of business overview, risk grading of the proposed investment, preparing recommendations for financing, evaluating the sustainability of the finance and green financing index, and usual paper works. It is to be mentioned that all the usual works that I used to do in IPDC Finance Limited, required me to have a collection of documents, obtained from the clients upon the confirmation of loan request and a visit report filed by company officials after visiting the business location. The documents are collected by relationship managers (employees who interact with the customers and provide answers to our usual queries) and then used by the analysts to provide the decision makers with a data rich analysis of the proposed concern. Usually IPDC Finance requires the client to provide us with the required documents of past three years.

#### **Preparing Credit Memo:**

Whenever a loan request is filed, a credit memo is to be prepared against the loan requests. This is the ultimate output of all the tasks that are completed throughout (financial analysis, business overview preparation, risk grading of the investment, evaluating different indices). A Credit Memo generally consisted of three parts:

- **Company Profile:** A detailed business overview of the proposed concern is provided in this section.



- Financial Analysis: A detailed 3-year financial analysis is performed in this section.
- Annexure: Bank Statements of the proposed concern, Overdue amount according to CIB report, Liability statement against previously availed financing facilities, Credit risk grading etc.

**Financial Analysis:**

From the requested documents, Inventory of past 3 months, Income Statement and Balance Sheet on the end of the most recent fiscal quarter are needed to perform the financial analysis of the concern. The data obtained from the documents will be used to identify the followings:

- Annual Growth of the Business (In BDT Millions)
- Percent Growth over Previous Year
- Annual Turnover (In BDT Millions)
- Total Assets (In BDT Millions)
- Total Liabilities (In BDT Millions)
- Total Equity (In BDT Millions)
- Return on Assets
- Return on Equity
- Debt-Equity Ratio
- Current Ratio
- Gross Profit Margin
- Net Profit Margin
- Inventory-Turnover Ratio

The indices are calculated separately against individual clients. Benchmarks are provided for the value of all the concerned indices. Upon comparing the found values with the ideal ones a soft recommendation about the financing request is made.

The additional documents that are required to perform the thorough analysis of a concern are: utility bills of the proposed concern of past 6 months, rental deed or possession deed of the business location, bank statements of the proposed concern, sanction of letters of previously availed financial facilities, loan statements of the loans, necessary vehicle documents (if the proposed concern has any).

**Generation of Business Overview:**

In this section, we would firstly verify the business' authenticity by analyzing the following documents:

- Trade License of the Concern
- National Identity Card of the owner of the Business
- Tax Identification Number of the owner of the Business

The visit report provides us with the additional business data such as, the nature of the business, when was it established, who is responsible for overlooking the day to day operations, the production status of the concern, production capacity of the trading concern, what are the products or services the concern provides to its customers, who are they key suppliers in the business, who are the key customers of the business, the reputation of the business in the locality and more. With these data, an overview of the business is provided including the business performance and the condition of the business.

**Risk Grading of the Proposed Investment:**

In this part, we had to analyze the risk of the concerned investment. To quantify the risk, we would consider the following parameters:

- Succession of the business
- Size of the business
- Growth of the business
- Financial strength of the personal guarantors and business guarantors
- Whether or not they have availed any financial facilities from IPDC Finance limited or any other financial institution
- The repayment history of the concern (in case of availed financial facilities)
- Team work among the employees of the concern

With these data, we would score the organization in a scale of 1-100 where the acceptable limit starts from 65 and any score lower than this would indicate there would be huge risk if we go on with the investment.

**Preparing Recommendations of the Financing Request:**

After producing business overview and analyzing the financial condition of the business, a recommendation was to be made by us. This recommendation would reflect the past

experiences of a financial analyst. Going through the information that we had already cooked up, a soft signal from the financial analysts are given. This decision generally depends on the size of the business, nature of the business, annual turnover and growth rates of the business and risk grading score of the proposed concern. There's a certain benchmark set up for various types of organizations. Due to the organizational confidentiality, I cannot share the benchmark, but to give an idea it is mentionable that, to get recommended by financial analysts, an organization must have a stable turnover and growth rate that would comply with the size of the business, the inventory turnover ratio should be higher to have a better chance of getting recommended. Also, a better risk grading score helps in getting recommended.

**Evaluating the Sustainability of the finance and Determining the Nature of Financing:**

Determining whether the investment we are going to make will be sustainable or not is an important part of this whole loan request processing. This gives the concerned people a clear idea about whether or not the individual or the concern that is availing a financial facility from us, will avail a financial facility from us in the future. Although this has nothing to do with the ongoing processing of the request, as the ultimate decision of the financial facility doesn't require this information regarding sustainability. But IPDC Finance Limited, would like to have a clear picture about the whole investment portfolio, so if the facility dispatched is considered to be sustainable, the concern would probably become a part of the loan portfolio and also help to have a better mental picture of the portfolio in coming days.

Just like the sustainability evaluation, determining the nature of financing, doesn't really affect the decision-making process of the loan request. It helps the organization to understand what kind of investment is being made for future analysis.

**Usual Paper Works:**

Apart from preparing a credit memo against a loan request, there were some usual paper works that needed filing. Here are some cases of filing paper works:

- Tracking the day to day activities of concerned financial analysts
- Obtaining dispatch numbers for credit memos
- Receiving pending documents from the clients
- Filing complaints against clients who are not repaying the installments

- Organizing the loan files according to which branch the request came from
- Filling in the relationship managers with updates about their clients
- Reporting to the supervisor about the daily works

**Preparing Offer Letters:**

After the preparation of credit memo, it is sent to the concerning governing body for instructions regarding the financing facility. If the governing body feels that the financing facility should be green lit, an offer letter is prepared for that particular loan request. The offer letter features the necessary details about the proposed financial facility, the terms and conditions of the facility if the client chooses to accept, penalty and other legal charges that will be pressed if they fail to repay the installments in time, processing fee of the request, other clauses about the facility (whether the client is eligible for any incentive scheme offered by IPDC Finance Limited or Bangladesh Bank). The terms and conditions written on the offer letter may change from client to client. The offer letter represents IPDC Finance Limited to the clients and the accepting of the offer letter by the client indicates the end of the whole loan request processing cycle.

**4.3 Working conditions and functions:**

The usual office hour at IPDC Finance Limited is 10am to 6pm from Sunday to Thursday. Owing to the pressure, employees tend to stay back a while to finish their works, even after the end of office hours. As an intern, I had the flexibility to bail out after 6pm but it was rarely the case. Often, I had to stay back and finish my assigned works. Sometimes when a meeting was scheduled in the late hours or when a submission was due, I had to stay back. But I was blessed to have supportive team members who allowed me to have the flexibility of leaving early, if any emergency situation came up.

The overall working condition of IPDC Finance Limited is pretty good, considering the allocation of office space to the employees, the condition of the work environment and availability of necessary tools. IPDC made sure that there was no shortage of resources to use for the company purpose. The office location was also handy, as it facilitated easy commuting for the employees. To overlook the operations and to boost the morale, the

managing director would often visit the back office and it was a nice experience to see him motivating the employees and promote better work ethics.

During my last month of internship, the COVID-19 outbreak was creating waves, owing to that, the company decided to reduce the number of people working from the office and promoted work from home. A new regulation was introduced, where it was stated that only 60% of the total workforce of any department is allowed in the office premise during the office hours. The rest were asked to work from home. The roster of each day was prepared beforehand and employees came to the office in rotational basis. I had to go to the office 3 days a week and I was notified a day before regarding my presence in the office. For the COVID affected employees, the company granted them unconditional 14 days sick leave which was an appreciating gesture. This rule was effective all through January till the start of February.

#### **4.4 Difficulties and Challenges:**

Like all other corporate organizations, IPDC Finance Limited also featured a robust corporate culture which was tough to cope with. However, it was easy for me after a week or so, to cope with the corporate culture there, all it took was a bit of understanding of the situation and acting as instructed.

The department I was assigned to work in – Medium Market Enterprise, comprised of different sections of Finance. Being a student of BTM, it was easy to catch up on the basics, but mastering the advanced analytics was challenging. Also combining the bookish knowledge with technical skills was required, in which I had the better chances of coping, thanks to studying BTM.

Working in the MME department was a really daunting task, as most of employees there were Finance graduates. To cope with their level of expert knowledge, I had to study a bit myself about Finance from time to time. However, despite the difficulties and challenges, it was a pleasure to work there and learn from them about the ins and outs of the medium market sector of Bangladesh.

#### **4.5 Mode of Interaction:**

In the MME department, the main mode of communication during the usual period were Microsoft Outlook, which changed during the COVID-19 outbreak in January, throwing Microsoft Teams into the mix.

I received my usual day to day instructions and requirements from my supervisor through Microsoft Outlook and then whenever I was required assistance or was stuck, I would seek help from other employees. The usual communication mode was mostly face to face, as I received instructions about my tasks, suggestions regarding any specific tasks or simply handing out my progress to the supervisor, it was all done in a face to face basis in the office. But for the purpose of documenting the happenings, I had to mail about these to my respective supervisor in the company.

Owing to the COVID-19 outbreak in January, the interaction mode changed, instead of face to face interactions, I had to use Microsoft Teams to communicate with my supervisors and other employees. This also enabled me to have more face time with higher level management than usual.

At the end of my internship period, I was lucky enough to have an interview with the head of the MME department regarding the overall experience of my internship period and whether or not I have any suggestions regarding the current procedures of the department.

#### **4.6 Working Tools:**

I had the opportunity to work with tools like Microsoft Excel, PowerPoint and Word. I wasn't allowed to use the sophisticated tools used by the regular employees. There were sessions regarding the advanced use of Excel and Word in preparing credit memo. These sessions enabled me to use advanced features of the tools I was assigned to work with.

As my supervisor came to know about my skills regarding the Adobe Illustrator, I was sometimes tasked to make banners, posters and other resources.

#### **4.7 Overall Experience:**

As a student of Business of Technology Management, I believe that I am the catalyst, looking for that connection between business and technology. However, IPDC Finance Limited is an established company, and they had their very own framework for processing tasks. This was a challenge for me to achieve that connection. I involved myself in the process of improving the current process, by using efficient tools, suggesting formulas for change, updating the excel sheets with relevant and up to date formulas and more. Although the space for creative freedom was a bit narrow compared to other non-saturated organizations, I tried my best with whatever tools I had in my disposal to improve the process there.

One of the few admiring aspects of working at IPDC Finance Limited was the experience I had during my tenure. The environment there was warm and inviting, and it helped me to cope with the fears I had regarding the internship. Also, the treatment I received from the employees there were absolutely exceptional. I would not compare it with any other organization for comparison but the experience was pleasant enough. Finally, during the three months of the internship period, I learnt a lot about the skills and knowledge required to jump inside the field of finance and also had the opportunity to understand the market trends and growth aspects of the medium market segment. These combined with the professional suggestions from the employees there will be helpful for my future endeavors.

# Chapter 5

## Analysis



## 5. Analysis:

### 5.1 Company Level Analysis

Efficient Processes:

The Medium Market Enterprise department or the MME department was created with an aim to provide tailor made financial facilities to the medium market affiliates. During the internship period, I found some very efficient processes that contributed to the fast pace journey of the company. These also helped to transform the day to day operations of the department and elevated the spirit.

- **Automated Verification of Identity:** While processing a loan request, it is imperative for IPDC Finance Limited to check the authenticity of the documents provided by the business entities. IPDC has an in-house built system for the verification of national identity number, tax identification number, business identification number, trade license etc. which has made the entire process of verifying a lot easier for the people concerned.
- **Digitalization:** MME department is trying to go paperless in their way of work. They have been introducing new and improved structure of credit proposal memo, to minimize the need of paper work. They have been trying to develop a software named 'Shiri' for doing basic data analysis, which would further help the cause.
- **Disbursement:** Although I was primarily responsible for processing loan request, sometimes disbursing a loan required assistance from my side too. In this process, the primary focus is fixed on checking whether all the paper works are in order. To do that, previously employees had to manually check all the documents. Now, all they have to do is, scan the documents and individually, and a dedicated computer program would sort the documents and find out any irregularities hidden inside.

Inefficient Process:

Although the MME department is trying its best to cope with the inefficiencies, still there are some inefficiencies in the process. The inefficiencies mostly revolve around the loan processing and risk analysis.

- **Process Time:** During my internship period I found out that it takes almost a month or more, to successfully process a loan request. The average process time should have been lower than that. This is due to the fact that, the analysis conducted on the credit proposals are verified and approved by a long list of experts, to ensure the integrity.
- **Risk Management Measures:** To mitigate the risks associated with the investment, IPDC would conduct credit risk grading and there is a dedicated team for identifying and analyzing the risks of any investment. The measures that we had to take to avoid risks require a lengthy process of running through the financial records of the company, which is partly responsible for the high process time.
- **Communicating with the Client:** In IPDC Finance Limited, the employees responsible for processing a loan is not responsible for contacting the client directly, rather they have to contact with the relationship managers for any queries regarding the finance. This makes the communication process inefficient as the relationship managers have to operate as an intermediary for both sides.
- **Redundant Verification:** The verification process occurs two times in the whole loan processing period. Firstly, when the loan request arrives and secondly when the loan is about to be disbursed. Repeating the same step again kills valuable time and redundant works make it more troublesome.

## **5.2 Market Level Analysis:**

IPDC Finance Limited has been continuously pushing the limits to gain competitive advantage over the other NBFIs operating in the financial sector. The corporate culture facilitates the positivity that is a must for the employees to find out new possibilities and innovative ideas for future success. Making the best effort in getting the best out of the present scenario, they have gained a diverse portfolio of customers (from retail to corporate). An experienced company like IPDC, who are in business for more than 40 years now, maintain a solid track record regarding the continuous improvement of the business processes. The expertise and knowledge the company houses inside is being represented by the continuous growth the company is enjoying. With their measured and responsible actions, IPDC is leapfrogging towards the crown of the market leader.

**Analytics:** As an intern, I observed that IPDC Finance Limited, put an emphasis on the data analysis. I saw how they interpreted the numbers and figures before deciding about an investment opportunity. This also enabled them to have a diverse portfolio of products to offer the customers. The way they empowered analyzed data is really appreciating.

**Rebranding:** Recently IPDC went through a long procedure of rebranding themselves. It was a huge task considering the deliverable. The entirety of the brand image of IPDC was changed to meet with the market. This has helped them a lot in penetrating markets that were previously not breached.

**Public Events:** IPDC hosts a series of social events that resonates with the brand image of the company. The ‘Priyo Shikkhok’ campaign recently gained a lot of attention from the crowd. They are also seen to sponsor different corporate events, social gatherings, picnic on the basis of their target market.

**Cloud Platforms:** To sustain in a fast market, the information transfer inside and outside the organization should be seamless. With this in mind, IPDC is trying to switch their workloads from physical space to cloud space. This will offer better flexibility to the employees and also promote the evolving culture in the organization. Though it is estimated that it would take another year or two for the whole organization to come under

the umbrella of cloud platform, still the initiative to switch to cloud is considered to be one of the challenges for the future.

### **5.3 Professional Level Analysis:**

**Influence on Future Career Plan:** Working in the MME department as an intern, gave me the opportunity to have an in-depth knowledge about the financial sector of the country. The information about the businesses applying for loans provided an overview of the current market scenario. I came to know about the different functions of a corporate financial institution. The knowledge I gained during my tenure as an intern, helped me to brush up my excel skills. I used formulas and functions that I never used before, gathered knowledge about the appropriate usage of different formulas. Again, as I was involved in the whole loan processing, I interacted with people from different departments of the organization, which helped me understanding the culture there. Interacting with the visiting clients and relationship managers regarding the loan facility helped me to develop my people skill. Starting in an unknown place and leaving that within 3 months doesn't give you enough opportunity to learn, but I am thankful for my experience at IPDC which has helped me to develop my technical and interpersonal skills.

**Correlation with Academic Knowledge:** While working for IPDC Finance Limited, it was easy for me to relate with the day to day works of the organization pretty easily compared to the other interns there. As a student of business and technology management, it is my responsibility to relate the business activities with growing technological advancements. Although there were not enough opportunities to show my expertise in that field, but I did make some suggestions regarding the processes followed there, advising on using software more appropriate for the respective tasks.

It was a pleasure to finally find practical implementations of the knowledge gained from the university courses. The core finance courses that I took in my third year of undergrad, helped me to better understand the finance terminologies used over and over again in the workplace. The accounting courses helped me to get better at book keeping and the

Research Methodology and Operation Research course helped me to understand the analysis of financial data. The business communication course helped me to better understand the customer side of the business and I could communicate with the clients better owing to the fact that, I could understand their perspectives and respected their opinions rather than dismissing them.

**Challenges and Difficulties:** Due to my specialization in technology management, my knowledge regarding different finance topics were sometimes inadequate. I had to sometimes sit down and teach myself about the terminologies I heard at the workplace, to grab a better understanding of what I am working with. In-depth knowledge of finance is required to actively perform the day to day activities of the company. Sometimes, while going through the paper works filed for loan processing were a bit hard to understand due to my lack of proper exposure to finance related topics. Hence, I believe that, if there were some more finance related general courses for the ones who are interested (except for the minor) would have been more helpful to my cause and could have enabled me to contribute more to the company.

# Chapter 6

## Recommendation and Conclusion

## 6. Recommendation and Conclusion:

### 6.1 Recommendation:

Without a shade of doubt, it can be stated that IPDC Finance has been maintaining one of the best corporate cultures and the business processes has been concentrated in a way that there are no irregularities in their functionalities. There are so much more than what perceives the eye. Staying in that organizational structure for three months gave me an overview of the big picture and I think I have made some critical observations and can provide with some solid recommendations that may be useful for the organization.

- I found the existence of communication gap between departments which resulted in delayed response time against loan requests. Although a point of debate may arise stating, the works are getting done despite the irregularities, which nullifies the observation altogether. But heading towards the fast-paced business world with communication gap may cause disaster. I believe that, removal of any such communication will lead to enhanced efficiency.
- The approval process regarding a loan request, requires a great deal of time as the process requires approval from a list of decision-making individuals. My observation here is, if the process of getting approval works in parallel, from the beginning of the process, the process time can be reduced.
- Though the people responsible tried with their everything to lift up the morale and spirit of the teams, it is disheartening to see the amount of pressure every individual has to work with in the workplace. If the organizational goals were set a bit more leniently, it would have positively contributed to the stress factor of the employees.

## **6.2 Conclusion:**

As a leading corporate financial institution of the country, IPDC Finance Limited reimagined the necessity of delivering its clients with optimum experience, while maintaining strong integrity and satisfying societal responsibilities. Currently, the company has been working on transforming itself to be more presentable towards the youth and serve the under-developed areas. The product differentiation level achieved in doing so has been good enough, but in changing circumstances, they need to have a further differentiate their offerings to better suit the needs of their clients. Also, the regulatory changes that have been made recently has opened up the opportunity for them to penetrate newer market segments. Encouraging transformation of the society through empowerment of youth, women and underprivileged people, IPDC Finance Limited has been creating industry benchmarks for all the other NBFIs to follow.

The internship period of three months in IPDC Finance Limited was an eye opener for me. Getting the opportunity to work with the brightest minds in the financial sector of the country helped me to gain knowledge about the sector itself and enhanced my competence in terms of the market requirements. The valuable experiences that I have gained throughout the journey will help me to decorate my career. As an intern in the MME department, enabled me to understand the nukes and crannies of the medium market. This also helped me to gain critical knowledge regarding the work expectations from leading organizations.

The best part of my internship period was, not having to do any repetitive tasks. Normally interns are tasked with doing usual repetitive tasks in an organization. In IPDC, I had the opportunity to actually work in achieving the team goal and work closely with many decision-making individuals to better comprehend how they think. While working for them, I discovered some critical factors that needed attention of the concerned authority and made some recommendations regarding those factors to the concerned authority of IPDC Finance Limited. They welcomed the suggestions and criticisms that I had against their usual procedures and they were more than happy to work on those shortcomings if the opportunity for improvement arose.



All in all, I consider my internship experience to be a great achievement in my life both academically and professionally, and forever will be a stepping stone in my journey.

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# Annexures

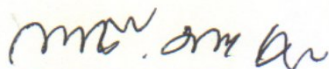
## WEEKLY OVERVIEW OF INTERNSHIP ACTIVITIES

Week: 1<sup>st</sup> week


Date: From 14th November, 2021 to 18<sup>th</sup> November, 2021

### List of activities with brief description:

- ☐ Understood the basic functions of Medium Market Enterprise (MME) department.
- ☐ Understood different portions of loan appraisal (i.e. client profile, liability position, financial analysis etc)
- ☐ Made the client profile part of an appraisal.
- ☐ Went through previously sanctioned files and appraisals for better understanding.
- ☐ Made a full appraisal.
- ☐ Understood different parts of CIB report.



Company Supervisor

 25/11/2021

Academic Supervisor

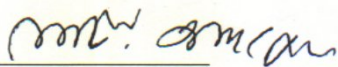
## WEEKLY OVERVIEW OF INTERNSHIP ACTIVITIES

Week: 2<sup>nd</sup> week

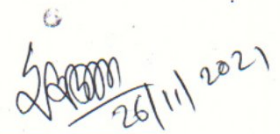
Date: From 21<sup>st</sup> November, 2021 to 25<sup>th</sup> November, 2021

### **List of activities with brief description:**

- ☐ Learnt about different payment modalities of a loan, disbursement procedures, receiving documents from loanee
- ☐ Learnt about the verification process <sup>of</sup> NID and TIN
- ☐ Made three appraisals on three different trading concerns.
- ☐ Made financial analysis of audited financials of a private limited concern.
- ☐ Dealt with clients about obtaining different documents regarding loans.



Company Supervisor

  
26/11/2021

Academic Supervisor

## WEEKLY OVERVIEW OF INTERNSHIP ACTIVITIES

Week: 3<sup>rd</sup> week

Date: From 27<sup>th</sup> November, 2021 to 02<sup>nd</sup> December, 2021

### List of activities with brief description:

☑ Made loan appraisals consisting of the following type of concerns:

☑ Manufacturing

☑ Trading

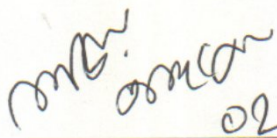
☑ Agriculture and Agno-based Industry

☑ Ready Made Garments

☑ Learnt how to do appraisals of private limited organizations.

☑ Learnt to analyze audited financials of different organizations.

☑ Learnt the functions of different departments.

  
02-Dec-2021

Company Supervisor



Academic Supervisor



## WEEKLY OVERVIEW OF INTERNSHIP ACTIVITIES

Week: 4<sup>th</sup> week

Date: From 5<sup>th</sup> December, 2021 to 9<sup>th</sup> December, 2021

### List of activities with brief description:

☐ Made appraisals of following types of concerns:

☐ Manufacturing concerns

☐ Agriculture and Agno-based concern

☐ service concern

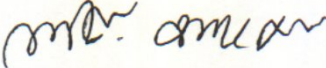
☐ Healthcare concern


☐ Learnt about the appraisals about:

→ Private limited concerns.

→ Partnership concerns

☐ Learnt how to interpret the valuation reports of mortgage

  
Nazia Ahmed  
Company Supervisor  
Financial Analyst  
MME-Investment  
IPDC Finance Limited

  
Academic Supervisor

## WEEKLY OVERVIEW OF INTERNSHIP ACTIVITIES

Week: 5<sup>th</sup> week

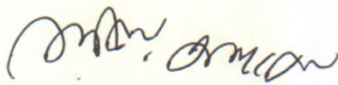
Date: From 12<sup>th</sup> December, 2021 to 15<sup>th</sup> December, 2021

### List of activities with brief description:

☑ Made the credit proposals for following types of concerns:

- Agricultural concern
- Manufacturing concern
- Ready-made Garments concern
- Jute and Jute based concern
- Trading concern.

☑ Learned how to make offer letters for loans.



Nazia Ahmed  
Company Supervisor  
Financial Analyst  
MME-Investment  
IPDC Finance Limited



Academic Supervisor



## WEEKLY OVERVIEW OF INTERNSHIP ACTIVITIES

Week: 6<sup>th</sup> week

Date: From 19<sup>th</sup> December, 2021 to 23<sup>th</sup> December, 2021

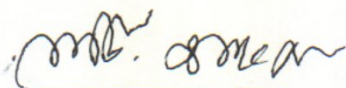
### List of activities with brief description:

☐ Made the appraisals of the following concerns:

- Transport and Aviation concern
- Manufacturing concern
- Service concern
- Agricultural and Agro-based concern.
- Trading concern

☐ Learnt about valuation reports of mortgage assets.

☐ Learnt about different stimulus loans and requirements of processing stimulus loans.



**Nazia Ahmed**  
Company Supervisor  
NME-Investment  
IPDC Finance Limited



**Academic Supervisor**

## WEEKLY OVERVIEW OF INTERNSHIP ACTIVITIES

Week: 7<sup>th</sup> week

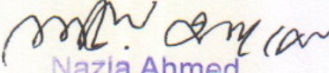
Date: From 26<sup>th</sup> December, 2021 to 30<sup>th</sup> December, 2021


### List of activities with brief description:

☑ Made credit proposals for the following types of concerns

- ☑ Manufacturing
- ☑ Agriculture and Agno-based
- ☑ Transport and Aviation
- ☑ Chemicals/ Toiletries
- ☑ Trading
- ☑ Ready Made Garments
- ☑ Paper, Printing and Packaging

☑ Learnt about various functions of treasury department.

  
Nazia Ahmed  
Financial Analyst  
Company Supervisor  
IPDC Finance Limited

  
Academic Supervisor

## WEEKLY OVERVIEW OF INTERNSHIP ACTIVITIES

Week: 8<sup>th</sup> week

Date: From 2<sup>nd</sup> January, 2022 to 6<sup>th</sup> January, 2022

### List of activities with brief description:

☐ Made the credit proposal for the following concerns:

→ Manufacturing sector

- RMG concern

- Bakery concern.

→ Trading concern

- sanitary traders

- Commodity traders

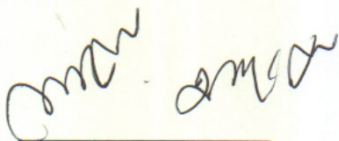
- Automobile traders.

→ Service sector

- Filling station

☐ Mortgage valuation:

Learned how to incorporate multiple types of mortgages as security in a credit proposal.



Company Supervisor



Academic Supervisor



## WEEKLY OVERVIEW OF INTERNSHIP ACTIVITIES

Week: 9<sup>th</sup> week

Date: From 9<sup>th</sup> January, 2022 to 13<sup>th</sup> January, 2022

### List of activities with brief description:

☑ Made the credit proposals of the following types of concerns:

→ Manufacturing sector

- Auto rice mill

- Flour mill.

→ Trading Sector

- Furniture traders

- Spice traders

→ Service sector:

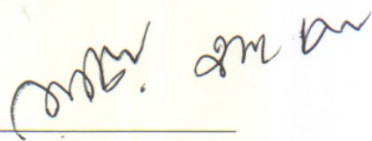
- Hospital

- Transport service

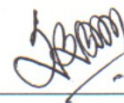
☑ Sustainable finance:

- Learnt about classifications of sustainable finance and incorporating that into a credit proposal.

- Prepared the list of sustainable concerns.



Company Supervisor



Academic Supervisor

## WEEKLY OVERVIEW OF INTERNSHIP ACTIVITIES

Week: 10<sup>th</sup> week

Date: From 23<sup>rd</sup> January, 2022 to 27<sup>th</sup> January, 2022

### List of activities with brief description:

☑ Made the credit proposals of the following types of concerns:

→ Manufacturing sector

- Paper, printing and packaging.
- RMG Manufacturers

→ Trading sector

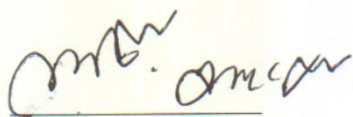
- Apparel Traders
- Commodity Traders
- Distributorship/Wholesalers concern.

→ Service sector

- Diagnostic service

☑ Environmental and social due-diligence:

- sector specific analysis
- Environmental risk analysis
- social Risk analysis.



Company Supervisor



Academic Supervisor

## WEEKLY OVERVIEW OF INTERNSHIP ACTIVITIES

Week: 11<sup>th</sup> week

Date: From 30<sup>th</sup> January, 2022 to 03<sup>rd</sup> February, 2022

### List of activities with brief description:

☑ Prepared the credit proposal for the following types of concerns:

→ Manufacturing

- Ready-made garments
- Electronics and Electrical Goods
- Agro and Agro based industry

→ Trading

- Dealership

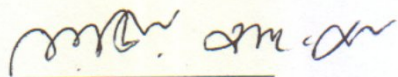
→ Service

- Transport and Aviation
- Filling Station.

☑ Incorporating lease quotation with proposal.

☑ Preparing rate revision memo

☑ Preparing waiver memo.



Company Supervisor



Academic Supervisor



## WEEKLY OVERVIEW OF INTERNSHIP ACTIVITIES

Week: 12<sup>th</sup> week

Date: From 06<sup>th</sup> February, 2022 to 09<sup>th</sup> February, 2022

### List of activities with brief description:

☑ Made the appraisals of the following concerns:

→ Trading concern

- Spice trading

- Dealership

→ Manufacturing concern

- Confectionary items manufacturer

- Herbicide, Pesticide manufacturer

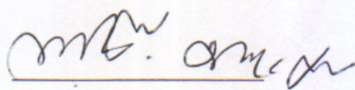
→ Service concern

- Filling station

☑ Prepared rate revision memo

☑ Understood the functions of operations department

☑ Loan waiver



Company Supervisor  
Nazia Ahmed  
Financial Analyst  
MME-Investment  
IPDC Finance Limited



Academic Supervisor

March 2, 2022

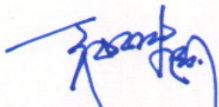
**To Whom It May Concern**

This is to certify that Didar Md. Mosaddek Hossain was engaged for an internship program at IPDC Finance Limited starting from November 10, 2021, to February 09, 2022.

During this time, he was assigned to work in the Medium Market Enterprise department of the Company. Mr. Hossain diligently performed his assigned duties and successfully completed his internship period.

The Management wishes him success in his future endeavors.

Sincerely,



**Md. Sayeed Iqbal**  
Acting Chief Human Resources Officer