



Internship Report

On
**“Activities Completed in Human Resource & Admin,
Babylon Group”**

Submitted To
Islamic University of Technology & Babylon group
in partial fulfillment of the requirements
for the Internship Program

Submitted By:

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

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Letter of transmittal

18th April 2022

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Boar Bazar, Gazipur-1704, Bangladesh.

Subject: Submission of Internship Report on “Internship Activities completed on Human Resource, HR & Admin Department, Babylon Group”.

Dear Ma’am,

With due respect, it is my great pleasure to present my internship report on three-month internship program completed at Babylon Group on Human Resource under HR & Admin department. I have dedicated my utmost effort in the making of this internship report. This has given me a space to express my learning the environment and structure of corporate life, work environment, organizational structure and policies and meticulous functions of assigned tasks. I look forward in utilizing and making the best out of the knowledge gathered from the internship tenure. I would like to convey my gratitude and gratefulness for your amiable guidance and advices regarding the preparation of report. Apologizing for my mistakes during the preparation of this report. Furthermore, I am eager to communicate further for any clarification required and provide information as per your concern.

Sincerely yours,

Saadman Habib

170061036

Business and Technology Management

Islamic University of Technology

Acknowledgment

First of all, I would express my heartily thanks to The Almighty Allah for giving me the strength to keep up the dedication on accomplishing the internship program along with the responsibilities associated with it. It is my great pleasure and honor to achieve cordial cooperation from many individuals who have contributed directly and indirectly throughout my internship program and encouraging me to completing this report.

I would like to express my absolute gratefulness towards my academic internship supervisor Shobnom Munira Ma'am, Assistant Professor of Business and Technology department for her guidance and suggestions for making things much easier to carry out. At first, I was confused that whether I would be able to develop a fruitful report on time or not but with her great assistance, I have seen hope. Her flawless suggestions and relentless effort on keeping me on track made this report possible.

Furthermore, I must present my gratitude to my company supervisor of Babylon Group, Md. Ariful Islam, Junior Manager, HRD Admin & Compliance, who voluntarily took my responsibility and gave me his valuable time and guided me thoroughly from his working experience. As a business student, it was necessary for me to gather the knowledge of the working culture in an organization, with his proper guidance, I found the way to understand the terms and as well as the office culture and environment, adopting with the standards, behaviors norms.

I would like to show my ample thankfulness to all the employees of Human Resource department of Babylon group who express their love and sweet gestures during my working tenure and giving a memorable experience of working alongside them.

Executive Summary

The purpose of the internship report is to reflect learnings from activities performed from the completed tasks during the internship tenure. During the internship period, the goal has been to develop different skills and learning outcomes. Completing internship in the Human Resource department enabled me to look into the heart of the business, the people. The human resources that build the business and keep the business running. This department may not directly involve earning revenues but it is concerned of the people who directly manages the revenues of the company. The Human Resource department involves in multiple main activities which includes basic human resource management activities, administrative activities, payroll and compliance maintenance. The basic functions of human resource involve recruiting employees, attendance and leave management and others which have been mentioned later in the report. Working in this department, I have developed skills that will be helpful in my future career. Alongside developing skills through work, I also have tried my best in contributing the most out of my knowledge for the organization. Activities during my internship period helped me sharpen my skills and gather much more which I found to be really important in building both my personal and professional life.

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Chapter – 1

Introduction

Introduction

Internship is a crucial part of our BBA program in providing us with a start for our future career. This provides us as key component in using academic learnings and soft skills in workplaces. The time period works as a pre-employment session helping us to gather little of the whole experience of working on as a full-time employee. I consider myself quite fortunate to be working with a spirited team in the Babylon Group HRD. The company particularly operating massively in the RMG industries helped me achieve important knowledge to be a part of the industry. My company supervisor was MD. Ariful Islam, Jr. HR Manager, have mainly directed me towards the recruitment division. And thoroughly I have recognized the way into adapting to the assigned tasks over time.

Eventually I was allocated to other divisions of HR in the company, among which includes the welfare, payroll and compliance section. This cross-platform functions have helped me gain additional effective skills which have made me much more productive and efficient at performing and organizing tasks. With my gracious gratefulness for the individual's and supervisor's contributions at the workplace, I have successfully completed the three-month long internship at Babylon Group and further proceed in on with the report.

1.1 Origin of the report:

The primary goal towards preparing the internship report is fulfilment towards the BBA program requirements. And finally, towards partial fulfilment of making an overview on my work experiences and learnings from Babylon Group and the industry. The origins of the report are:

- To understand different HRM practices and process involved in the management of Babylon.
- Analyzing Human Resource management at Babylon Group.
- Identify problems or issues working as obstacles for the business in my perspective and recommendations as per my skill and knowledge.

1.2 Objective of the report:

Major report objective is to present analysis in comparison of data and trends on HRM practices and methods on use in Babylon Group. The report brings up the focus of Babylon Group's recruiting, selection, and multiple tasks I was concentrated to. Report consists of three major objectives:

- Company Overview.
- Analysis on the RMG industry where Babylon group enormously operates and specializes in.
- My workplace duties with description and experiences through the process.
- Provide company, market and professional level analysis.

1.3 Limitation of the report:

Completion of the report was not easy and there has been issues to get over with in the making of the report. Success have not come up to all of those obstacles, among which includes the following:

- Confidentiality of data and documents that could be provided by the company.
- Sources did not include all solid and hard documents.
- Busyness in the workplace made it tougher for resource gathering and organization.

1.4 Methodology:

This report actually shows research or a scientific approach towards deducing analysis of the workplace and its working environment. It is also an analysis of evidence for gathering knowledge. According to Clifford woody, 'research accommodates defining and redefining problem, formulating hypothesis or suggested answers, collecting, organizing and comparing data, attaining conclusions, testing conclusions to decide whether or not they are fit to formulated hypothesis.' The report demonstrates Babylon Group's management of human resources and practices in general and my experience of working in it.

Chapter – 2

Company Overview

Company Overview

Established in 1986 with Babylon Garments Limited, Babylon Group started from a decent setup of garment factory. Persisting quality of product and relentless effort transformed a single unit to a group of industries which includes a total of 18 strategic business units (SBU). Babylon group thrives in the garment industries with a vision to become a self-sufficient conglomerate in the 21st century. Headquarter located in Mirpur (Dhaka) controls all of the group's units maintaining high efficiency and ensures integrated operations within. Its self-sufficiency enables it to operate smoothly with very less concerns of hindrance and quality assurance which is maintained over all the units, reflecting the company's edge over competitions.

Apart from its massive success in the RMG industry, the group also involves businesses in other industries and each has become a brand itself. The SBUs of Babylon Group in their respective industries are enlisted:

- ⊖ Babylon Garments Ltd.
- ⊖ Aboni Fashions Ltd.
- ⊖ Babylon Casual Wear Ltd.
- ⊖ Aboni Knitwear Ltd.
- ⊖ Aboni Textiles Ltd.
- ⊖ Juniper Embroideries Ltd.
- ⊖ Babylon Trims Ltd.
- ⊖ Babylon Washing Ltd.
- ⊖ Babylon Printers Ltd.
- ⊖ TRENDZ (Local Retailing)
- ⊖ Babylon Buying Services Ltd.
- ⊖ Babylon Medical Services
- ⊖ Babylon Outfit Ltd.
- ⊖ Babylon Logistics Ltd.
- ⊖ Babylon Products
- ⊖ Babylon Agro & Dairy Ltd.
- ⊖ Babylon Resources Ltd.
- ⊖ NewGen Technologies.

Babylon bears a strong base on its end-to-end business process in its RMG division. Most of its units are dedicated in producing high quality garment product for global buyers. Not only in production, Babylon as well excels in satisfying local consumer demand through its fashion wear retailing outlets. Babylon has its prominent global buyers, the names include: KOHL's, J C Penney, Tesco, Mothers Work, JONES, CHARMING SHOPPES Inc., Walmart, Sears, Inditex, HAGGAR, K-MART, PVH, Arcadia Group PLC, Dimensions, New Look, CELIO, JULES, MONOPRIX, H & M (Hennes & Mauritz), ZARA and many more.

Apart from its vast range RMG SBUs, the company also involves in production of packaging materials such as carton boxes Card Board, Tissue Paper, Poly bag, Hanger, Printed label, Care label, Gum Tape, Photo Inlay Board, Poly Recycle under the unit named Babylon Trims Ltd.

Babylon Logistics Ltd. assists supply chain management with guide to delegates for import & export and arranging facilities for pre-shipment inspection. Babylon Logistics also offer storage services, inventory control, picking & packing services.

Babylon Agro & dairy Ltd. offers specially ago chemicals, seeds, feed additives, making feed rations for livestock, poultry and agriculture better. The latest addition to the company's basket is its technology concern, Babylon Resources Ltd. this is a new initiation of Babylon group specifically focusing on software development, IT consulting and service provider company, providing Technology and Functional consultants to clients and carrying out projects on turn-key basis.

The company currently employs more than 11,500 qualified employees and had sales of approximately US\$127.00 million in 2011. In all the different productions, the employees must undergo a continuous and vigorous training process in order to keep up the high standard of production established by the group. It also takes care of the system, ensuring installations that exceed the minimum set by international regulatory bodies. It maintains medical and childcare services, scholarship programs, and other charitable initiatives for employees and their families. As part of its social commitment, the Group has set up a medical service station that is open to everyone. Babylon distributes relief supplies, including cash to victims of natural disasters across the country.

2.1 SWOT Analysis:

- ❖ **Strength** – Company frontline managers are highly skilled and experienced. They are also provided satisfactory salary at a competitive strategy. The company uses up-to-date equipment and technologies which ensure its sufficient production capacity. All of its production is in-house, thus requiring no outsourcing, as its investment holds quite strong financial position.

- ❖ **Weakness** – Workforce has been a major limitation for this company, as it is situated in a particular region with limited access to skilled working population. The company’s reluctance towards advertising is another weakness that keeps it off of the popularity.

- ❖ **Opportunities** – The biggest opportunity for the company is itself being a giant in its industry with fewer fierce competition. Babylon being among one of the very few 100% compliance manufacturers, holds massive potential for business growth due to its highly assured quality management system.

- ❖ **Threats** – The country’s political unrest and turmoil slacks the company’s operating pace. Emergence of newer and fierce competitors have resulted the industry to be buyer dominated. The company also competes with advancing e-technology due to poor access to technology and lack of infrastructure in our country.

Organizational chart of Babylon group enables efficient conduct of communication from the upper level to the bottom. Following an open culture empowers employees to maintain communication with no obstacles. A direct communication from a bottom level seamlessly transmits to the upper management even with vast numbers of departments working together on different operations dedicated respectively. The organogram of Babylon Group has been given below:



Fig.1. Organogram of Babylon Group.

Chapter – 3

Industry Analysis

Industry Analysis

Babylon Group is a giant in Bangladesh's RMG industry which in total includes about 4200RMG firms in Bangladesh. More than 95% of these firms are domestically owned with few other foreign owned firms located export processing zone (EPZ). The industries most firms are located around the main cities of Dhaka, Chittagong and Narayanganj. The firms vary in sizes and accumulated into both formal and informal groups. Groups are associated to develop manufacturing activities through vertical and horizontal coordination, diversifying risks. Currently the industry involves in manufacturing of two broad categories: woven and knit products. Woven products accounts for the most exports and knit products make for about 40% RMG exports.

3.1 Size of the Industry

The RMG sector of Bangladesh is the fastest growing sector in the economy with a growth rate of 55% from 2002 to 2012. The RMG sector accounted for 77% of merchandise exports in 2002. This sector now dominates the export trade of Bangladesh providing a record of 80% in 2012 and 81.13% in 2014 from the country's total export income. Average growth of this sector rounds up to about 20% over last two decades. Its contribution of GDP crosses 13% since 2010 and it's the single sector that accelerated industrialization process unmatched. RMG industry contributes for more than 3.5million opportunity for employment accounting for mostly uneducated and unskilled worker. This reduces the unemployment burden alongside contributes for the empowerment of women as more than 60% employee in the industry are women. In the recent 2020-21 fiscal year Bangladesh have managed to bring 31.45 billion USD through exporting RMG with contribution from about 4.2 million employees which includes more than 2.5 million to be female.

3.2 Export condition of the industry

RMG being Bangladesh's the largest export industry and has grown tremendously over the last 20 or more years. Benefiting from the isolated market under the GATT Multi-Fiber Agreement (MFA), it quickly gained high praise for its contributions to foreign exchange revenue, exports, industrialization and the GDP. Industry plays an important role in creating jobs and providing income to the poor. Almost 2 million employees directly and more than 10 million residents are indirectly involved with the industry. Over the last two decades, the number of production bases has increased from 180 to over 3,600. This sector has also played an important role in the socio-economic development of the country.

The Textiles Agreement (ATC), introduced in 1994, aimed to bring textiles within the scope of the WTO Regulations by abolishing all quotas by the end of 2004. A 10-year adjustment period has been set up to allow countries affected by macro-financial assistance to take the required steps to adapt to the new business environment. Trade relaxation after the Uruguay Round agreement presents chances and challenges to developing countries such as Bangladesh in the RMG sector. In post-Uruguay rounds, traditional trade policy tools such as subsidies, quotas and tariffs and are less feasible and less relevant. A reposed trading system could further intensify competition between textile and garment exporters. The purpose of this white paper is to analyze the outlook for the RMG industry after the MFA expires, along with the options available to make the current scenario more competitive under various policy measures and new visions to be identified.

Bangladesh's garment industry exports are boosting year after year with exceptions in some. Strikes, layouts, plant closures, political issues, economic issues, inflation, etc. are the main reason for the decline in exports in this important sector. In addition, the ready-made garment industry is a major division of the export sector.

3.3 Market Diversification

Bangladesh's RMG products are primarily targeted towards the US and EU. Bangladesh was the seventh and fifth largest garment exporter to the United States and the European Union, respectively during 1996-1997. The industry has been successful in gaining attention and opportunities in markets outside the EU and the United States. In recent years, exports to third countries improved, and even after negative growth earlier, it tripled later, recording export growth of 23.1% for the entire RMG sector. The trend of market diversification is expected to continue, helping to maintain the growth momentum of export revenues. Meanwhile, latest WTO reports suggest that Bangladesh has undervaluation for tax-free access to the EU. It has been pointed out that, this is due to strict rules of origin (ROO) standards, but the relative recession of exports to the EU requires further analysis.

3.4 Product Diversification

RMG industry grew in through unique two phases. The initiation was with the woven category accounting for the most contribution and then emerged knitwear products which powered up the growth significantly. Continuous evolution and adaptation with the ever-changing fashion brings around the business successes through appropriate product diversification for the globalized economy. Entrepreneurs of the RMG sectors have come up to diversifying products from regular daily wears to sophisticated and highly desired items which includes suits, denims, sweatshirts, jackets etc. But even with the added value from high demand of designer items, entrepreneurs in the RMG industry need a proper adaptation with local businesses for a trend set and further success.

3.5 Backward Linkage

RMG industry being a resilient one has yet more to prove itself with its scope of catalyzing further industrialization in Bangladesh. The industry heavily depends on imported fabrics, for the RMG sector to develop further and increase market access globally it has to go for backward integration to produce textile items competitively. The industry has foreseen the necessity within its extent of the industry and own capacity of building.

3.6 Government Policy Regime

Government of Bangladesh has taken into import policies as of 1980s for the development of RMG sector which includes the bonded facility of warehouse rather than drawback systems for exporting factories. Drawback system was in general a refund policy on the import taxes and duty fees against the export of finished goods from the factories. The policy accounts for time delay and inefficiency considered to the bonded warehouse facility that allows for competitiveness and enhances reducing delay in production and bureaucratic complexity. In addition, government provided export-oriented firms with cash incentives, back-to-back L/C and significant cuts in the tax rates.

3.7 Infrastructure

Highly profitable industry requires a sound infrastructure to maintain the active role in the economic development. Bangladesh's RMG sector needs a strong backward integration for strong competitiveness to reduce completion time, however, the factors driving competitiveness includes inadequate and insufficient infrastructure and utility.

Chapter – 4

Description **of** **Main Duties**

Description of Main Duties

4.1 Recurring tasks

Being an HR intern, I was allocated with the HR team. The team consisted of 11 hardworking people. I was actively involved in carrying out tasks as per the team required to achieve at different times. These lead me to perform various tasks at time which includes:

- **Recruitment**

During my internship period I have closely worked most of the time with the recruitment division and seen vigorous effort in recruiting employees on regular basis. The team had come up with the best recruitment method most suited for the organization based on its needs for talent management. Most of my tasks involved CV sorting and screening, interview phone calls, interview analysis, coordinated interview and assessment sessions.

The recruitment process involves:

- Gathering CV and candidate based on initial screening criteria.
- Conduct preliminary interview.
- Carry out written assessment tests.
- Medical tests.
- Forward to IE investigation.
- Final interview.
- Employee selection.
- Collection of documents.
- Issuance of appointment letter and joining responsibility.
- Introduction and counseling.
- Process employee inclusion in company database and provide identification.

- **Filing**

As per company policy employee records and tracks are yet maintained traditionally using the filing system alongside the digital database system as a contingent policy. The task involved gathering hard documents of the employees and storing them time periodically with addition of letters or documents required through the employment tenure.

- **DBMS**

Besides the traditional filing system, a software-based database was maintained. The database management system software used was “PROTTOY” designed by Babylon’s sister organ NewGen Technologies. The database acted as the core of all activities as most of my tasks were involving the database. Starting from adding new recruits to de-listing employees, all of human resource management was carried out through the database management system. Most important tasks carried out through the DBMS includes keeping track of employee attendance, roster setup, leave management, updating salary, employee allocation and job posting.

- **Attendance**

Attendance of all employees were tracked through their entry and exit data from the DBMS PROTTOY. Weekly attendance data were collected from the software and checked for accuracy. Weekly attendance reports and statistics were prepared and delivered to respective floors or departments for validation and necessary action, and then an overview report was directed towards upper management.

- **Roster Setup**

Due to the mass working population in the factory organ of Babylon Group, scheduling workers to certain roster were carried out on PROTTOY. Workers were initially divided from every division and were allocated to certain roster such to maintain the non-stop manufacturing operations. Employees were allocated to three shift-based rosters, day shift, evening shift and night shift.

- **Leave management**

A daily basis responsibility which was solely handed on to me was the leave management. Providing leave forms to collecting, verifying leaves and posting leaves to employee profile were all assigned to me which I have performed sincerely.

- **Lefty**

The company having a massive employee size, there were often workers who left or did not continue attending for work in the company for about 10 consecutive days or more. These employees were marked lefty, sent letters in three installments to ensure absence through feedback from employees, employees who assured leaving the company through response were terminated from employment and removed from database. Employees who did not respond to any of the letters sent were also terminated from employment. A summary of monthly left employees was created and provided to the upper management.

4.2 Atypical tasks

During my internship tenure I was also involved in different uncommon duties which were at times challenging for me. This section of the report will look into the unusual working activities that have carried out during my internship period in Babylon HRD.

- **Survey**

Survey was frequently conducted in order to keep records of employee performance in check and regulate an efficient working environment. Surveys mainly covered employee performance assessments which I have personally prepared and delivered to employees, and also on working environment of employees. The feedbacks were collected and summarized to further proceed to the higher management for decision making.

- **Increment**

Babylon covers up annual salary review through increment. Due to a large number of employees and employees getting in every month, there are always employees each month requiring increment. The company declares increment divided into two sessions based on the employee joining date, one in the September month and the other on March, each session includes total of six months consecutively. I have sorted out employees according to the sessions they belonged to mainly from the data collected from the database “PROTTOY”. I have carried out sorting and eligibility screening using Microsoft Excel. Prepared all the increment forms and report for all employees. This particular task was regularly done using a very back dated system and included meticulous hard work. I have put my knowledge into work here and carried out the task using Mail Merge tool that integrates Microsoft Excel with Microsoft Word in preparing multiple documents with certain changes in specific data. This was taken as a break through in the department as it minimized days of work into minutes or at max an hour.

4.3 Working conditions

Workplace at Babylon Group Ltd head office was extraordinary in comparison to its counter parts. The HR branch has its decency at the workplace and might not be of that great a standard of the head office. Most importantly the work environment is extremely proficient with its representatives brilliantly carrying out their occupations. There is a depended work culture existing in the workplace, which allows employees to be open to assist each other. From the very beginning of my internship period, I had certain troubles at performing underlying tasks from my temporary position, but I received enough support from every division as required and massive assistance from the HR team I was allocated to most of the time. I was assigned directly under Md. Ariful Islam, Jr. HR Manager, for preparing and advancement of the HR division. The leadership role played by him includes all my learnings during my internship tenure. Apart from that the employees I have closely worked with, referred enough commitment in helping me to complete the internship successfully.

The employees surrounding me were transparent and participative by character. At the very beginning, I was little stressed about how I would operate alongside ample coworkers who are more experienced than me and for this reason I was a little hardened during my first few days in the entry level position. Somehow, my co-workers made it easy for me to meet up to work during the important weeks. Moreover, in a very short time, I felt part of the humungous Babylon family. We often dined out together and also went out after working time. The hospitality I received from them was particularly appreciated.

The people within the department kept the office alive. From the supervisor to the assistant officers, everyone used to maintain a jolly mood and came up to incidents which made the place noticeably livelier than the other divisions. The working condition was also appreciative. Each division had various well geared personal workspaces for its officers. With suitable lighting and a fully ventilated and air-conditioned division, the workplace looks significantly better. After judging all the elements, I had to admit, the workplace is great at Babylon Group Limited.

4.4 Internship Expectations and Experience

In a humble opinion, I was not expecting much about my internship considering the business to mainly operate in the RMG sector. Numerous incident and reports showed not so competent experience compared to other standard business industries. I had a view of non-qualifying tasks for my skillset. And it was highly expected that organization do not view interns very earnestly and do not think about them as a probable resource.

However, things did not turn “all work and no play” and the working environment was very friendly and supportive. Expectations turned stones as my coworkers were very kind and concerted while assigning and performing tasks. I was honored to perform by their side in the important tasks where many upper managements are involved. These were a massive learning opportunity for me in my internship period and develop skills further. Missing these would make the experience a dull one. It was not bad for the start at all, in-fact I had a wonderful experience around my coworkers, supervisors in the workplace unlike many others.

4.5 Interactions

As previously stated, the working environment was very communicative, alongside very workaholic. My interactions were generally established through greeting everyone very casually and honorably regardless of the age. I have closely worked with Sr. Executive Salahuddin Sagor Sir, who was the jolliest and kindest person to work with. He kept up the confidence in me towards performing all my tasks which were mostly aligned to his tasks. He had his unique skill at bringing out the creativity in a work and make them easier to complete.

The other co-workers were also very helpful and polite. The small team made the bond between each other stronger and productive. Any tasks that were assigned to me were initially briefed and constantly made it understandable as I progressed. In order to receive the tasks completed perfectly and on time, I was checked on frequently and was provided assistance. I was appreciated always and my tasks were well recognized by everyone.

In-charge of our HR division was Mr. Atiqul Islam Apu, Assistant General Manager-HRD, Babylon Group. He was a charismatic character; he played the most important role as a leader in maintaining energetic team. He kept my records and progress on track despite his busy schedule. I received a big deal of advices and suggestions regarding practical and professional from him.

People at the workplace taught me dedication and very well organization management as they maintained a serious approach towards work and balance them with enjoyable moments at times. Overall, I had a great experience during my internship period and made it a memorable one too.

4.6 Contributions

From the start of my internship, I was attached with Sr. Executive Salahuddin Sagor Sir. I was assigned with updating interview analysis and employee recruitment. Most of my time I was performing tasks mainly related to recruiting employees. Recruitment involved series of tasks such as CV sorting, screening, interview calls, coordinating assessment sessions, which was needed to be completed chronologically and on a certain time frame. Later I was tagged to filing employee document and updating the employee database on the DBMS PROTTOY.

I have successfully completed similar tasks I was assigned with from the beginning from time to time by the grace of my co-worker and supervisors assistance. In certain cases of insufficient information to work with I was taught how to handle different circumstances uniquely. Tasks I was involved in varied from time to time and ranged from administrative work and practices to payroll functions and compliance maintenance.

4.7 Skills gained

Internship is most likely the first true exposure to corporate workplace. The first thing to get accustomed to was its corporate cultures. The environment establishes a formal attire and managing works under pressure through most of the day. This was my first experience of such, and I could quite maintain the culture. That is a skill I will be needing for future workplaces.

I have got to use new tools of which I was not professionally skilled on earlier and they include the use of PROTTOY. PROTTOY was Babylon's database management system which is otherwise also used as a basic ERP software. This allowed a first hands on experience on a database and enterprise resource planning system.

I had not much exposure on MS Excel and its integration to software and cross platform access. I have gathered more knowledge regarding the skill of MS Word, MS Excel and MS PowerPoint. A combination of all these soft skills have been put to use at different times including presenting training data to keep system updated and managing multiple letters, etc.

Most importantly my aim towards gathering organizational skills was successful working with some organized coworkers. I could recognizably put them in use during my internship period. Working frequently with reports, mails and letters gave me a grip on organizational written communication as well.

Exposure to interview and counseling process was at first new to me but participating in several times taught me people management in recruitment. And apart from other skills I gathered I learnt to use tools and instrument required for daily office use.

Chapter – 5

Analysis

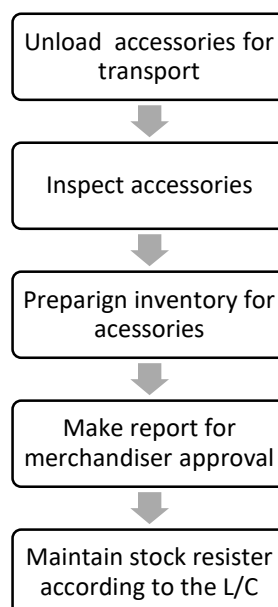
Analysis

5.1 Company Level Analysis:

RMG industry requires a key role played by the inventory management process. Companies need to facilitate warehouse for raw materials, intermediate, and finished products. Babylon Group being a self-sufficient body, its complete sourcing relies on itself through integration of all its SBUs. Starting from processing raw materials to finished and ready to export goods, complete process is performed in-house. Having its own logistics alongside the supply chain and its inventory management makes a very efficient system for Babylon Group. The company plays the role of the first level of contacts for transportation management too. The key functions that Babylon group critically maintains to simplify complex operations involved in the department:

- Receiving Inbound Inventory
- Shipping Finished Goods
- Inventory Management
- Internal Material Audit
- Transportation Management

All these functions are efficiently carried out through a series of work flow whose chart is provided as below:



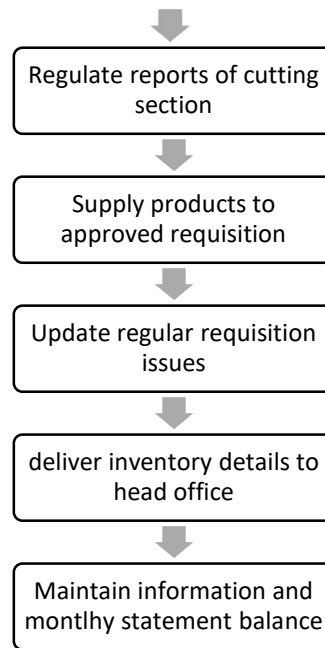


Fig.2. Inventory Management Flow Chart

The inventory management is capable enough to accurately record and track inventory reducing costs alongside. This is the company’s most significant part of the manufacturing process. Babylon Group also advances in improving the productivity of the manufacturing cycle to survive the existing competition. The company invests major concern on planning inventory in order to achieve highest efficiency and effectivity to reach optimum level of business and inventory management. With the employees deliberate effort on management controls the costs and performance of the process.

5.2 Professional Level Analysis:

Our major for the BBA program is on Technology Management, and my internship was completed on Human Resource Management. Besides that, my minors were not also aligned with HR department. Certain mismatch made it a bit out of track based on my academic perspective but it was quite resourceful experience in order to gain knowledge and development of certain skills needed for professional life. HR department is an important division for a business as all businesses require one to maintain all its internal functions. I have worked very closely in this section and have gained knowledge on how organizational works are carried out. Working in the HR

department definitely exposed me to corporate culture and certain activities that include core HR concepts that we learned through our academics in our BBA program. My internship tenure had me mostly integrated to basic HR activities such as recruitment, leave management and etc., which delivered me an insight into how resources are managed in an organization and basic operational functions that any business requires. These skills and knowledge are very expected to come in handy for future career. I wish to develop my career more towards information system which was my minor in the BBA program, which directly do not connect to my tasks at my internship. While working in the division I have seen a major prospect of data analysis in HR department. HR works with a ton loads of data regularly, having an efficient system build upon constant business data analysis can bring a major leap in development for organizations. This trend of business and data analysis has become a flourishing move for businesses globally. Inclusion of similar activities and my future opportunities aligning will be very desirable, that can be a career option I might opt out for.

Chapter – 6

Recommendation

Recommendation

Babylon group is in crucial need for an ERP system. Enterprise Resource Planning (ERP) system is a software that are used over businesses to view process and tasks and interactions with goals set. This is basically a digitalized version of the online information exchange and provides visualization of the company progress and performance. The current system being in use by Babylon Group are very time consuming and requires human movement and physical involvement at all times. These limits the scope for the company growth, whereas a proper establishment of an ERP system will eliminate absurd activities and make records and tracking efficient. An ERP system will directly affect the company's costs, production management as ERP will allow better management decisions obtaining accurate information.

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Conclusion

Conclusion

Working in such a large business organization was definitely a privilege for me. Babylon Group provided me with a great learning experience. The experiences included strengthening my skills further, getting to know and overcome weaknesses for competing in the job market. This internship acted as my most important and quite necessary first practical lesson on getting into the corporate environment. I look forward to developing my gained skills and knowledge and implementing them while advancing professionally. Human Resource is the vital business department and recent evolving HR practices have shown its contribution for the growing investment. Human Resource departments are now imperative to authoritative abilities and management. Babylon Group's business administration and chain of command is well maintained by its HR department. Finally, being a part of the Babylon Group's massive family was a great experience to relish and to be inspired up on, and mostly delights me on my first lesson contributing even though insignificantly for Babylon Group in achieving and maintaining its position in the RMG industries.

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References

References

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