Internship Report

On

Corporate HR Management Insights of DBL Pharmaceuticals Ltd.



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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Letter of Transmittal

12th May, 2023

Shobnom Munira

Assistant Professor

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Islamic University of Technology

Subject: Internship Report on 'Corporate Management Insights of DBL Pharmaceuticals Ltd'.

Respected Madam,

As per the requirement by BBA in Technology Management program, under the Department of Business and Technology Management at IUT, I have completed my credited internship at DBL Pharmaceuticals Ltd., and based on that experience I have prepared a report titled, "Corporate Management Insights of DBL Pharmaceuticals Ltd". My internship period in that organization was about three months which was from 8th January, 2023 to 8th April, 2023. I sincerely hope that this report satisfies the overall objectives directed to completing the internship program successfully and gets your kind attention for acceptance.

I appreciate your invaluable assistance and kind cooperation in every aspect of my work on the report. I will always remain grateful to you forever if you could please take some time to read through the report and evaluate my work.

Sincerely Yours,

Mohammad Shafiur Rahman

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ID: 180061108

Department of Business and Technology Management

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Declaration

I, Mohammad Shafiur Rahman, a student of the Department of Business and Technology Management at the Islamic University of Technology, confirm you that I have independently prepared this report on DBL Pharmaceuticals Ltd. This report has not been submitted in any other places.

Xhafin

Mohammad Shaffur Rahman

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Acknowledgement

This report would have been difficult to finish if I had not received aid and encouragement from some people along the way. Let me begin by expressing gratitude to Almighty Allah for all that He has provided for me thus far in my life. This report would not have been possible without the participation, unwavering collaboration, and support of everyone who has contributed to its timely and effective completion. I am eternally grateful to all of you who have been and continue to be an inspiration to me.

As a human being, it is normal to forget some things, and just a few names should be spoken without thinking. Please accept my apologies for any lapse in my concentration. In this letter, I convey my heartfelt thanks and respect to HR team of DBL Pharmaceuticals Ltd. They introduced me to all the basic HR functions as well as DBL Pharma. I highly appreciate all my mentors who were always supportive & friendly.

I would like to express my gratitude to Ms. Shobnom Munira, Assistant Professor, Department of Business and Technology Management (BTM) at the Islamic University of Technology for her guidance and assistance in supervising this report. She has been quite helpful in putting together the entire report and has taken the time to review the draft report. She has provided her feedback on the various chapters of the report as well and helped me to refine it over the days. A detailed report would have been difficult to compile without her assistance, which she generously provided.

Executive Summary

This internship report is based on three-month internship experience at DBL Pharmaceuticals Ltd's Corporate Human Resource Division that I successfully completed as part of my academic courses at Department of Business and Technology Management, Islamic University of Technology from January 8, 2023 to April 8, 2023. I have experienced a lot during my involvement with different HR activities, which was invaluable. Regardless, they were all valuable to my professional development.

A Leading pharmaceutical firm DBL Pharmaceuticals Ltd is headquartered in Bangladesh. The business was founded in 2021 and specializes in producing and selling a broad range of pharmaceutical goods. The R&D started its journey from 2015. Abdul Wahed, a renowned business personality in Bangladesh is the founder of DBL Pharmaceuticals Limted. DBL Pharmaceuticals is dedicated to providing patients all over the world with high-quality, cost-effective healthcare products and has a significant market presence both domestically and abroad.

DBL Pharmaceuticals Ltd's industry analysis represents industry size, their competitors along with the competitive advantage. It also represents the company's own policy to enter into a new market, its healthy environmental prospective, ethical factor, technological involvement, and its economic contribution. Finally, it discusses the competitive environment in which the company operates.

I have worked in Corporate HR division of DBL Pharmaceuticals Ltd where my job was assisting the various activities of HR. From the internship program all the experiences are gained and duties are performed describing in the description of main duties part. Also, discussing the working condition, experiences, challenges & difficulties encountered during the internship program. In the analysis, I share the impact of internship on my professional factor and draw the correlation between theoretical and practical learning.

From my personal viewpoints, on Corporate HR division, in addition to my participation to the department of Human Resource, are discussed in this study. I tried my best with my inadequate knowledge and experience to make this study as accurate as possible, in addition to incorporate actual experience into a paper with different limits to process improvement and preserving ethical principles have also been observed in a corporate environment. However, the point of this study is to analyze the corporate experience from theoretical point of view.

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Chapter 1: Introduction

1.1 Origin of the study

The report is completed based on my three months internship experience which is also a part of my academic course. As a intern at the Corporate Human Resource Department of DBL Pharmaceutical Ltd, I focused the report on the DBL Group. From January 8, 2023 to April 8, 2023, three-month intern activities are done for the purpose of acquiring real-life experience. In life, experience is highly valuable since it teaches us how to be brave in the face of hardship. The internship program aims to fill the knowledge gap between academia and the real world. Our school and university years are completely dissimilar from our professional years. Working life is extremely challenging since it demands a great deal of effort, devotion, and talent, all of which I must be well-prepared for.

1.2 Objectives of the study

My main goal during my internship was to learn about the procedures, policies, and practices that DBL Pharma employs while reviewing the scheduling banks.

- > To demonstrate the company's overall strength, weakness, opportunity and threat.
- > To demonstrate the external and internal factors along with their effect on the industry.
- > To explain the job responsibilities and real-life experience that I have gained from the internship.
- > To recommend suggestions comparing with best practice and company experiences.
- > To represent the weekly intern activity.
- > To evaluate the oversight of the whole pharmaceutical industry in Bangladesh.

1.3 Scope of the study

The main motive is to know the HR functions, several enable wings of the HR diagram, and the core responsibilities of DBL Pharmaceuticals Ltd. It also represents the job responsibilities of an intern on a weekly basis. The analytical part compares between real-life experience and theoretical knowledge, which signifies the professionalism and value practices as a core difference. The most important thing is that it helps to idealize the significance of confidentiality and ethical conduct in the working environment.

1.4 Methodology

The way data is gathered, examined, and interpreted is described by methodology. The primary and secondary data sources are used to write this report. The sources are mentioned below:

1.4.1 Primary Data

- ➤ Face to face conversations with the employees of Corporate Human Resource of DBL Pharmaceuticals Ltd.
- > My personal experience and own notes regarding different HR functions.

1.4.2 Secondary Data

- Company website
- > Previous reports
- > Online journals
- ➤ Human Resource policies of DBL Pharmaceuticals Ltd.
- ➤ Human Resource Department's publication of DBL Pharmaceuticals Ltd.

1.5 Limitations of the study

- ➤ I have worked at Corporate Human Resource of DBL Pharmaceuticals Ltd. The department deals with all HR activities of the company. So, it was highly confidential. For this reason, there are number of things that I couldn't disclose in this report.
- ➤ The department also deals with all the legal work of the company which is also very confidential and those things are not allowed to share with anyone out of the organization.
- > Three months is a very short time to allocate a complete data about HR department.
- > The report focuses only one department of DBL Pharmaceuticals Ltd.

Chapter 2: Overview of the organization

2.1 History of DBL Group

DBL Group first started their journey in 1991. Dulal Brothers Limited full form of the business. The Bangladeshi organization expanded through time to become a conglomerate with numerous industries. DBL group runs various businesses. In the fiscal year 2021–2022, the 44,000 devoted employees produced an annual turnover of \$870 million.

2.2 Awards and Achievements

Years	Award Names
2008	BGMEA CSR Award
2009	HSBC Export Excellence Award
2010-11	Standard Chartered - Financial Express CSR Award
2012	Social and Environmental Excellence Award
2013	HSBC Export Excellence Award
2013	Social and Environmental Compliance Award, BGMEA
2013	Enterprise of the Year, DHL – The Daily Star 13th Bangladesh Business Awards
2013	National Export Trophy,
2014	ICQCC Silver Award
2014	George Ethical Compliance
2014	Social & Environment Excellence Award
2014	Social and Environmental Excellence Award
2014	ICMAB Best Corporate Award
2014	JBCCI Business Excellence Award
2014	CPI2 Top Factory Award

2014	HSBC Export Excellence Award
2015	Sustainable Performance on HRP* Award, Decathlon
2015	Best Wastewater Management Award, Decathlon
2015	World Textile Awards
2016	Sustainable Performer on HRP, Decathlon
2016	ICSB National Award: Gold
2016	ICSB National Award: Gold
2016	World Textile Awards: Spinner of the Year
2016	ICQCC Gold and Silver Awards
2016	World Textile Awards: International Textile Firm of the Year
2016	6th HSBC Export Excellence Awards
2016	H&M Sustainability Award
2017	ICQCC Gold Awards
2017	ICMAB Best Corporate Award
2017	DBL Group wins National Export Trophy
2017	5th HSBC Climate Awards
2018	DBL Group achieves Honorable Mention in the Best Social Innovation Category at the Bangladesh Innovation Award
2018	DBL Group wins the Superbrands Award
2018	Matin Spinning Mills Limited (MSML), a concern of DBL Group wins ICSB Award
2018	DBL Group becomes the Champion at the Bangladesh Business & Disability Network (BBDN) Award
2018	DBL Group wins National Export Trophy

2018	Matin Spinning Mills Limited (MSML), a concern of DBL Group receives ICMAB Best Corporate Award
2018	Matin Spinning Mills Limited (MSML), a concern of DBL Group won Gold at the 6th ICSB National Award
2019	Jinnat Knitwears Ltd, a concern of DBL Group, received the Sustainability Award from Tom Tailor during
2020	DBL Group wins 1st HSBC Business Excellence Award
2020-2021	DBL Group wins the Superbrands Award
2021	DBL Group's Managing Director, M. A. Jabbar becomes The Business Person of the Year
2023-2024	DBL Group wins the Superbrands Award

2.3 Mission, Vision and Values

2.3.1 Mission

'We strive to attain our vision by practicing corporate governance, empowering and inspiring our associates, being transparent in our work process, continuously developing expertise, meeting & exceeding customer needs, demands & expectations, maintaining quality & consistency of our products & services, engaging with community, caring for environment and maintaining networks with our global partners'.

2.3.2 Vision

'We envision to sustain and grow as a diversified global conglomerate'.

2.3.3 Values



Integrity: We always uphold our integrity in every action we take.

Passion: We are passionate to continuously learn, grow and serve.

Adaptability: We continuously adapt to change.

Care: We care for our customer associates, stakeholders workplace safety, community and

environment.

Exellence: We strive to excel in every aspect of our business.

2.4 Board of Directors

Names	Designation
Abdul Wahed	Chairman
M. A. Jabbar	Managing Director
M. A. Rahim	Vice Chairman
M.A. Quader	Deputy Managing Director and Group CEO

2.5 Business Concerns of DBL Group

2.5.1 Spinning

The advanced technology cutting-edge spinning mills is used in Matin Spinning Mills Ltd. In Bangladesh, which has 72,000 ring spindles, 480 air-jet heads, and 1280 open-end heads. With equipment from Switzerland, Germany, Japan, and Italy, Matin Spinning Mills Ltd. is well-equipped to create any type of swatch provided by the valued customer. The total capacity of yarn is 51000 kg/day.

2.5.2 Knitting

We are one of Bangladesh's top knitting businesses, and we exclusively produce top-notch clothing for our customers. To give our customers the greatest quality possible, we use cutting-edge technology, energy-saving equipment, and environmentally friendly production practices. Many renowned brands are benefitted from our high quality products.

2.5.3 Dyeing

According to the needs and requests of our customers, our on-site lab produces high-quality color in the shortest amount of time. We provide high-quality items, and the dependence our customers have on us is growing. The capacity is 130 tons/day.

2.5.4 All over printing

For our fabric printing, European laser engraving technology is used. The capacity is 35 tons per day. Two rotary printing machines (Reggiani, Italy, with a 20-color head, and MHM, Austria, with a 12-color head); one flat printing machine (Reggiani, Italy, with a 20-color head).

2.5.5 Screen Printing

The printing of clothing uses both mechanized and manual systems, as well as modern technologies. Daily capacity is 200,000 units. Types include metallic, rubber, flock, glitter, high density, photo print, discharge, pigment and rubber.

2.5.6 Apparels

We rank among Bangladesh's biggest producers and exporters of knitwear. The capacity 13 million monthly units. The percentages are Kids 40%, Women 40%, Men 20%. There are 5,004 different types of machines.

2.5.7 Washing

Our washing facilities, which use cutting-edge equipment, are among the best in Bangladesh's garment washing sector. According to the needs and requests of our customers, our on-site lab produces high-quality color in the shortest amount of time. To satisfy our customers, we also provide a variety of washing options. We provide high-quality items, and the dependence our customers have on us is growing. The average capacity is Acid wash 20,000 pcs/day, Normal wash 68,440 pcs/day. Machinesused are Nagaishing (China); Tonello (Italy).

2.5.8 Packaging

Parkway Packaging & Printing Ltd., where we manufacture corrugated cartons, is entirely automated. The raw materials are brought in from different countries around the world. The plant has a 60,000 square foot floor area where the capacity is 40,000 pieces per day.

2.5.9 Garments Accessories

The DBL Group's Accessories Unit began operations in 2014 with cutting-edge equipment. The lingerie unit can fulfill their needs thanks to this production line. We verify that all RSL and shield the clothing from any harmful chemicals in order to save the environment. We make an effort to obtain the best raw materials from reputable domestic and international suppliers for that.

2.5.10 Ceramic Tiles

DBL Ceramics Limited started their journey offering high quality ceramic tiles. The stated quality is ensured using contemporary tools and technology from well-known Italian manufacturers. DBL Ceramics started operating towards the end of 2016. The DBL Ceramics products are famous for their originality and eye-catching designs.

2.5.11 Telecommunication

The International Gateway (IGW) license was granted to DBL Telecom by the Bangladesh Telecommunication Regulatory Commission (BTRC) after it was formed in 2007. DBL Telecom is a provider of international gateway services and a builder of IT infrastructure.

2.5.12 Pharmaceuticals

DBL Pharmaceuticals is the newest and most excited project of the DBL Group. DBL Group is building state-of-the-art pharmaceutical manufacturing facilities with the aim of obtaining worldwide certifications in order to meet local demand as well as the global market. We also have aspirations to build manufacturing facilities in Ethiopia and the USA as the first pharmaceutical firm from Bangladesh to serve these markets. Our primary product lines are created in specialized manufacturing facilities that have oral solids production lines.

2.5.13 Sewing threads

DBL Group's Eco Threads & Yarns is a new initiative that aims to improve the apparel and textile industries of our nation by providing high-quality global sewing thread. With the aid of cutting-edge, creative European technology and strong color science, it will create bespoke solutions that are environmentally friendly, green, sustainable, and protective of the environment. The best aspect of "eco" is its adaptability and flexibility, which allows it to satisfy knitting and sewing needs.

2.5.14 Dredging

DBL Dredging Limited has been a full-service organization since 2016, making a significant contribution to Bangladesh's demands for river dredging and excavation. In every project it undertakes, the management aspires to exceed customer expectations and is dedicated to ongoing improvement.

2.5.15 VLSI Design

DBL group have established a VLSI Design Center. The customer support departments maintain open offices in China, India, Japan, and the United States. We provide analog/digital design services with a highly qualified design and sales team. Our team has more than 26 years of management experience. Technical leads are experts in their fields and have more than 20 years of expertise. a 25-person design team with an experience level of, on average, 4 years. The sales team will have four individuals who will enable international client support.

2.5.16 Embroidery

There are 35 production machines along with 4 sampling machines in the plant, which provide various types of embroidery services. All of the equipment at the facility is Japanese-made. Both Barudam and Tajima are the brands of these devices. The total daily production capacity averages out to 30,000 pieces.

2.5.17 Distribution

The management staff of DBL Distribution Ltd. is composed of skilled engineers and a capable after-sales support group. The principal commercial hubs of Bangladesh, Dhaka and Chittagong, are home to DBL Distribution Ltd. offices. Because of the high quality of our goods and services, we enjoy the respect of major Bangladeshi commercial organizations.

2.5.18 Textile Testing Services

An important part of Bangladesh's economy is played by the textile and apparel industries. Nearly 80% of Bangladesh's overall export revenue comes from this sector. We test our own product as well as product of the other textile companies as per need.

2.5.19 Sports

On November 1, 2015, the Radisson Blu hotel in Dhaka hosted the official opening and logo launch of Bangladesh Premier League team Chittagong Vikings. The third season of the BPL's Chittagong Vikings logo, team song, and match shirt were also presented during the ceremony. The Chittagong Vikings' uniforms have featured a number of notable athletes. Among them are Taskin Ahmed and Tamim Iqbal, two legends of Bangladeshi cricket. Internationally renowned athletes have also played for the Chittagong Vikings, including TM Dilshan, MD Amir, and Kamran Akmal.

2.6 Product shortlist of DBL Pharmaceuticals Ltd.



2.7 Company Analysis

Company analysis generally describes about the company both internally & externally. In this section we will get the details about SWOT and PESTEL analysis for DBL Pharmaceuticals Ltd. These analysis are really important for any company. Below we will see the different details about the company.

2.7.1 SWOT Analysis

A framework called SWOT analysis is used in strategic planning and corporate management to assist the company to complete their goal & objective. Strengths, Weaknesses, Opportunities, and Threats is referred to as SWOT. Internal organizational variables are strengths & weakness. Threats and opportunities relate, respectively, to external elements outside the corporation that may be exploited or provide risks. Each of these four aspects is identified, assessed, and used to inform strategic decision-making during the SWOT analysis process. It is frequently used to evaluate prospective new business endeavors, determine a company's competitive position, and assess a company's strengths and weaknesses in contrast to rivals.

Strengths

> Strong R&D capabilities:

DBL Pharmaceuticals has a committed team of scientists and researchers focused on creating cutting-edge and efficient medicines that can assist the business acquire to expand market share.

Diversified Product Portfolio:

DBL Pharmaceuticals has a various goods that are intended to remeditate various medical conditions, which can help the business reduce risk and produce a more steady flow of revenue.

> Strong production Capabilities:

To develop high-quality medications, DBL Pharmaceuticals uses cutting-edge technology and procedures in its state-of-the-art production facilities. It has one of the finest pharma plant throughout the country.

> Strong Financial Performance:

DBL Pharmaceuticals has a strong financial standing and has been able to invest in R&D, marketing, and other fields that can aid in its expansion and success in the sector. For now DBL Pharma is funded by DBL Group.

> Brand Value

DBL, the name itself is a brand. People trust the brand. DBL, The name is known for the best products with affordable price. They have the passion for precision.

Weaknesses

Dependence on a Few Pharma products:

Despite having a diverse product line, DBL Pharmaceuticals may be very reliant on a small number of important goods to generate the majority of its sales. They have only 29 brands that consist of different generic.

Dependence on a Limited Number of Markets:

DBL Pharmaceuticals may be highly dependent on a limited number of important markets for its revenue, making the company susceptible to market swings and regulatory changes. The Pharma of DBL group is still growing. It just started its journey on 2021. So, the whole Bangladesh market hasn't been covered yet.

Dependence on Patents:

In order to safeguard its intellectual pharma products and earn revenue, DBL Pharmaceuticals may rely extensively on patents, which could restrict the company's capacity to compete with generic medications.

Product price:

Best products cost you money and so does the products of DBL Pharmaceuticals Ltd. The price of medicines of DBL Pharma is higher compared to other medicines available in the market.

Opportunity

Emerging Markets:

Due to the rising need for pharmaceuticals in emerging markets, DBL Pharmaceuticals may increase its presence there. The pharma market of Bangladesh is increasing day-by-day.

> Strategic alliances:

To collaborate on research and development initiatives or broaden its product line, DBL Pharmaceuticals may establish strategic alliances with other pharmaceutical businesses such as other pharma companies of Bangladesh to provide the best medicines within the country.

> Investment in Biotechnology:

DBL Pharmaceuticals may make investments in biotechnology to create novel treatments and medications that can combat diseases that have never been effectively treated.

Threats

> Intense Competitions:

Other pharmaceutical firms are putting DBL Pharmaceuticals through a lot of rivalry, which could limit its market share and profitability. There are almost 257 pharmaceutical manufacturer in Bangladesh.

Changing Regulations:

DBL Pharmas' operations and profitability may be significantly impacted by changes to regulations and policies pertaining to the pharmaceutical sector. Apart from that the law of Bangladesh also gets updated with time. DBL Pharma has to abide all the laws.

Expiring patents:

This could lead to more generic pharmaceuticals entering the market, which would affect DBL Pharmaceuticals' revenue and profitability.

DBL Pharmaceuticals has a wide range of advantages, including strong manufacturing skills, a diverse product line, and strong research and development capabilities. The business must deal with issues such dependence on a small number of essential goods and markets, the risk of patent lapses, and fierce competition. DBL Pharmaceuticals may grow and flourish in the market by utilizing chances like entering new markets and establishing strategic alliances.

2.7.2 PESTEL Analysis

A PESTEL analysis evaluates the macro-environment elements that not only have an influence on an organization's daily operations but also in the capacity to compete within the market. PESTEL is an abbreviation. The different analysis are shown below:

Political Factor

Government laws:

Because the pharmaceutical sector is so extensively regulated, changes in government laws may have an impact on the efficiency and profitability of DBL Pharmaceuticals' operations.

> Intellectual Property Protection:

Changes in governmental laws and regulations may have an impact the businesses.

Economic Factors

Economic Development:

The demand for DBL Pharmaceuticals' goods and services gives a majot impact in the overall revenue of the country as well as to GDP & GNP.

Exchange Rates:

Exchange rate has more or less effect on the profitability of the company's overseas activities.

> Healthcare Expenditure:

The income of the company may be impacted by changes in healthcare spending and reimbursement guidelines.

Social Factor

Demographic Trends:

DBL Pharmaceuticals may profit from a rise in pharmaceutical demand brought on by the aging populations of Bangladesh.

> Health and Wellness Trends:

The company may benefit from the rising awareness and demand for health and wellness-related goods and services.

> Access to Healthcare:

In some markets, a lack of access to healthcare may impact the demand & needs for different goods or medicine in this case.

Technological Factor

Research and development advancements:

New and inventive goods can be created as a result of technological advancements in R&D, which can be advantageous to the organization.

> Factory Automation:

The organization may be able to increase productivity and cut expenses with the help of advancements in factory automation technology.

Environmental Factor

Climate Change:

The effects of climate change on the environment may result in adjustments to rules and procedures that could have an effect on the productivity and operations of the business.

> Sustainability:

The corporation may have chances to enhance and also to promote eco-friendly products as awareness of sustainability factors.

Legal Factor

> Intellectual Property Laws:

The ability of the business to safeguard their intellectual property and also the revenue may be impacted.

Compliance:

Laws and regulations must be followed in order for a business to operate profitably.

Chapter 3: Industry Analysis

3.1 Industry size

The pharmaceutical business in Bangladesh is one of the most prominent sectors and it is also anticipated to keep expanding over the next few years. Approximately \$3 billion is thought to be the industry's size, and there are more than 260 pharmaceutical firms operating in the nation. Additionally, Bangladesh exports pharmaceutical goods to more than 120 nations around the world. The Bangladesh Drug Administration regulates the sector, which has been expanding quickly because of things like a sizable home market, cheap production costs, and the accessibility of skilled personnel.

3.2 Growth trends

Bangladesh's pharmaceutical sector has expanded quickly in recent years as a result of rising domestic demand for cheap healthcare services. Both the number of businesses and the variety of items they offer have increased in this sector. Bangladesh has grown to be a prominent player in the global pharmaceutical business, with more than 260 pharmaceutical companies working there and selling goods to more than 120 nations worldwide. Low production costs, skilled workforce, and a supportive regulatory framework have all helped the business expand in Bangladesh.

3.3 Maturity of the industry

Bangladesh's pharmaceutical sector is still regarded as being relatively new and has not fully matured. However, it has advanced significantly in recent years and is now more sophisticated and fiercely competitive on the international market. The development of Bangladesh's industry has been aided by advancements in R&D, manufacturing capacity, and regulatory compliance, among other things. In addition, there has been a stronger emphasis on quality and compliance, which has made Bangladesh a trustworthy source for pharmaceutical items of the highest caliber. Although there is still room for improvement, Bangladesh's pharmaceutical industry has made significant progress and is well-positioned for future expansion and development.

3.4 External Economic Factors

DBL Pharmaceuticals Ltd. may be strongly impacted by external economic conditions. Consumer spending, borrowing costs, and import/export dynamics can all be affected by macroeconomic factors including GDP growth, inflation rates, interest rates, and exchange rates. The operations

and profitability of the corporation may also be affected by changes in governmental regulations, policies, and trade agreements. Additionally, economic downturns or recessions may result in lower healthcare spending and less of a need for pharmaceuticals, but economic expansions may open up new business opportunities and boost demand. Therefore, to successfully traverse the market and retain its competitiveness, DBL Pharmaceuticals must carefully monitor and adjust to these external economic forces.

3.5 Technological Factors

Technology is a key driver of innovation and development in Bangladesh's pharmaceutical sector. Technological advances stimulate research and development (R&D) initiatives, enabling businesses to create new medicines, expand manufacturing procedures, and increase quality control. The development of advanced analytical instruments, laboratory apparatus, and automation systems that boost productivity is also facilitated by technological improvements. Furthermore, new technologies like precision medicine, big data analytics, and artificial intelligence (AI) have the potential to completely change how drugs are discovered, individualized therapies are provided, and patient care is provided. Pharmaceutical firms in Bangladesh must constantly adopt and use new technology to improve their capacities and provide creative solutions to satisfy the changing healthcare needs if they want to remain competitive.

3.6 Regulatory, Political & Legal Concerns

Bangladesh's pharmaceutical business must deal with a number of legal, political, and regulatory issues. Since changes in rules may have an impact on market access and pricing, compliance with strict restrictions issued by organizations like the BDA and DGDA is essential. Important challenges include the existence of counterfeit pharmaceuticals, pricing and reimbursement regulations, and the preservation of intellectual property rights. A positive business environment depends on political stability, consistent policy, adherence to international norms, and more. Pharmaceutical firms in Bangladesh must manage these issues in order to maintain legal compliance, safeguard intellectual property, and remain competitive.

3.7 Competitors of DBL Pharmaceuticals Ltd.

Companies like Beximco Pharmaceuticals, Square Pharmaceuticals, and Incepta Pharmaceuticals and others, compete fiercely with DBL Pharma in Bangladesh's fiercely competitive pharmaceutical sector. These businesses compete in a variety of areas, including product selection, value, cost, and marketing tactics, thus DBL Pharma must be competitive and innovative to survive. As more businesses enter the market, competition is projected to increase. DBL Pharma needs to consistently adapt and advance.

3.8 Competitive advantage

A number of competitive advantages have allowed DBL Pharma to create a solid foothold in Bangladesh's extremely competitive pharmaceutical sector. Its primary competitive advantages are, among others:

> Strong product line-up:

DBL Pharma offers more than 400 items in a wide range of formulations and dosage formats. The business has a competitive edge in the market and it is also able to meet a wide range of medical needs.

Focus on quality:

To ensure the quality of its goods, DBL Pharma has created a cutting-edge quality control lab and pays a high priority on quality control. This emphasis on quality has helped the business establish a solid name in the industry and win over clients.

Workforce that is skilled and knowledgeable:

DBL Pharma employs pharmacists, chemists, and other experts. As a result, the business may continue to operate at high levels of productivity and efficiency, which is essential in the fiercely competitive pharmaceutical sector.

> Strong distribution system:

DBL Pharma has an extensive distribution system that reaches both urban and rural parts of Bangladesh. As a result, the business may reach a large consumer base and keep its edge over competitors.

Overall, these competitive advantages have enabled DBL Pharma to carve out a solid position for itself in Bangladesh's pharmaceutical sector and to keep growing and expanding its market share.

Chapter 4: Description of Main Duties

4.1 Learnings

During my internship program, I gained practical use of theoretical experience through some formal paperwork. I used to make a sample word draft following the instructions from my colleagues, and the sample draft was about a job circular, final settlement, confirmation letter, appointment letter, joining letter etc. On the other hand, I learned about various HR functions that represent the job responsibilities of HR and also learned about different policies through reading their policy book. Some of them are described below:

> Different functions of HR

- Recruitment
- Remuneration policy
- New employee remuneration set-up
- Performance management system process
- Employee confirmation process
- Training
- Learning and development
- Employee benefit scheme
- Salary payment process
- Bonus payment process
- Employee taxation
- Resigned/Closed off process
- ➤ Salary certificate is an official document that is an evidence of employee paying. I have drafted a sample word draft of a salary certificate following the instructions which is given by the authority.
- Final Settlement is an official document that is formulated when an employee resigned or retired. It contains working days salary, leave days salary, gratuity, ex-gratia, TA/DA bills, salary deduction if any & company contribution. I have learned about how to calculate working days salary, leave day salaries, gratuity and ex-gratia of an employee.
- ➤ Employee's gross pay structure contains an amount of basic pay, medical allowance, home allowance etc. I have learned about how to calculate the net pay of an employee or in other words the gross salary.

- A job circular is issued when a vacancy is created in the company's specific position (budgeted). Sometimes new positions (non-budgeted) are also created as per the need. Besides, a joining letter is issued when a new employee joins a company. I have drafted a sample draft of joining letter and job circular following the instructions. I also learnt about the required documents of an employee while joining the organization.
- A yearly employee's performance evaluation is occurred to develop an employee's existing performance. According to the result of the evaluation, a training session is organized. I have learned about the evaluation factor which is used to judge an employee's performance. There is a 9 box for performance management system. All the raise in the salary in given according to the box.
- ➤ Leave category contains different kinds of leaves. I have learned about how to balance leave data when an employee uses one of these.
- Employee's positional grading system include different pay structures and facilities for the different individual position. I have learned about the employee's positional grading system to differentiate the employee into management and non-management category.
- ➤ Provident fund loan is given from an employee's provident fund contribution. I have learned about the issuing process of provident fund loan against provident fund loan application.
- ➤ I have also learnt about the probation and confirmation of employees. Employees are confirmed after 6 months of their job. In case of sales force it is sometimes 4/5 months depends on their job performance. I also learnt how to prepare confirmation letter.
- ➤ I have learnt about their different software, such as ZingHR, Bizmotion, SMART app, EZRX.
- ➤ I learnt the whole business value chain of DBL pharmaceuticals Ltd. Apart from that I also learnt about the pharma sales, corporate and plant in details. Came to know about the different departments under these departments. PSBL (Pharma solutions Bangladesh limited) does the distribution of the medicines of DBL Pharma.
- ➤ I have also learned to prepare CPS (Candidate Performance Summary). CPS is used to write summary about the candidates who came for interview.
- ➤ I learnt about the whole file management system of pharma plant.
- ➤ I learnt about the documents required for opening bank accounts. SCB (Standard Chartered Bank) does all the transactions of DBL Pharma.

> I have also learnt about the training batches. The whole sales force (territory officers, senior territory officers, area managers, senior area managers, zonal managers) join upon successful completion of training sessions & final exam.

4.2 Task completion

- > I have assisted in the hiring of Executive-R&D (EEE Engineers). I have completed the whole process starting from their CV screening to recruiting them. First I sorted out their resume collected from bdjobs. Then calling them and inviting for written exams. After that initial interview was held. The selected candidates then appeared for Final interview. The finally selected candidates were hired. Confirmed their joining. Prepared their joining letter, appointment letter & offer letter. I also ensured their documents for joining. Their route for transportation were also designed & ensured.
- > I have assisted in the hiring of Fresh Technician-R&D (EEE Diploma). I have completed the whole process starting from their CV screening to recruiting them. First I sorted out their resume collected from bdjobs. Then calling them and inviting for written exams. After that initial interview was held. The selected candidates then appeared for Final interview. The finally selected candidates were hired. Confirmed their joining. Prepared their joining letter, appointment letter & offer letter in Bangla. I also ensured their documents for joining.
- > I have assisted in the hiring of Executive-R&D (Mechanical Engineers). I have completed the whole process starting from their CV screening to recruiting them. First I sorted out their resume collected from bdjobs. Then calling them and inviting for written exams. After that initial interview was held. The selected candidates then appeared for Final interview. The finally selected candidates were hired. Confirmed their joining. Prepared their joining letter, appointment letter & offer letter. I also ensured their documents for joining. Their route for transportation were also designed & ensured.
- > I updated the whole file management of Pharma plant. The files of employees were sorted according to the different departments. Updated the location of the files in the pharma plant files.
- > During my internship time, I have got two batches of training, batch 21 and batch 22. I have assisted in taking the morning exams of the batch. I have also ensured the joining documents of the employees. Updated them in the master file management (sales).
- > I have assisted in the hiring of Experienced Technician-R&D (EEE Diploma). I have completed the whole process starting from their CV screening to recruiting them. First I sorted out their resume collected from bdjobs. Then calling them and inviting for written

exams. After that initial interview was held. The selected candidates then appeared for Final interview. The finally selected candidates were hired. Confirmed their joining. Prepared their joining letter, appointment letter & offer letter in Bangla. I also ensured their documents for joining.

- ➤ I have assisted the resignation process of sales force. Clearance from different departments are ensured. Assisted in getting them clearance from the corporate HR.
- > I have cleared pending required bank documents for opening bank account. Constantly called them and ensured the documents collected by the corporate office.
- ➤ I have also cleared pending required certificates for the sales force. Constantly called them and ensured the documents sent to the corporate office.
- Assisted in preparing job descriptions for the different positions. Helped the colleagues with different tasks upon instructions.
- > I have attended walk-in-interview in the Chittagong zone. Took interview of different candidates. Selected candidates for the training session.
- > I have visited the Pharma field. I learnt how the sales team work, what are their duties, how they use the different applications.
- > I have visited the pharma plant, the state-of-art. DBL Pharma has one of the finest pharmaceutical plant. I have visited the R&D department, manufacturing lines of ointment & capsules, engineering department. The plant has the finest machineries from Europe & United States of America. All the standards are maintained here.
- Assisted in the performance management system which is done annually. I had to collect the marking from each line managers of different departments. Then each of them were put in a formula and after that their marking were done according to the nine box.

4.3 Working Conditions

I had to go to the office five days a week. They had alternate Saturday holidays. I had to go to the office at 9.00 AM. I usually left the office at 6.00 PM. I experienced Pharma field visit, Pharma plant visit & Walk-in-Interview experience. I had never experienced overtime throughout my internship tenure. Apart from that if I talk about the culture of the office, it was very friendly & co-operative. I loved working with the HR team & other teams as well. I learnt a lot of things from them. They never made me feel that I was an intern, rather they always welcomed me with them as a team. The office gave me a perfect environment for corporate culture.

4.4 Difficulties and challenges

As an intern-corporate HR at the Human Resource Department of DBL Pharmaceuticals Ltd, I found a very employee-friendly working environment. Although all of my colleagues were very supportive and motivating. But I was little nervous because corporate culture and professionalism were both new terms to me, as well as I had no previous experience. So, I felt so much challenging to play the role of professionalism. My most the internship task were confidential since I was working with the HR team. It was very sensitive factor and was too much difficult to maintain. Completing a task in time was challenging because time duration was limited. Apart from that being a part of HR team I had to communicate with other team as well. I had to deal with the sales force & respond to their all queries. At the beginning I faced some challenges to learn the tasks but as soon as I learnt all the things I felt good and I didn't need much time to complete the works.

4.5 Experience

I have got experience almost all kinds of HR related activities through performing the task during the internship program. Specifically, I have got experience starting from giving circular to onboarding new employees. Moreover, I have got advanced experience in using Ms-word, Ms-excel and power BI. My time as an intern-corporate HR at DBL Pharmaceuticals Ltd. gave me firsthand knowledge of corporate culture. I learned how to accept responsibility for my work during my internship in the HR function. I am extremely grateful to all of my mentors for being encouraging, supporting & friendly throughout. Each employee at DBL Pharmaceuticals Ltd. enjoys working there and feels valued, empowered, and at home.

Chapter 5: Analysis

5.1 Company level analysis

This part contains the internal process of DBL Pharmaceuticals Ltd. that are effective and exceptional as well as it also explains the lacking of the internal process.

DBL Pharmaceuticals Ltd.'s intern guidelines are well organized and easy to understand. The job responsibility of an intern at corporate HR department is categorically designed. At the time of joining, the respective company supervisor gave me a short brief of the job responsibilities and the ice-breaking session was amazing. All of my colleagues were very supportive and inspiring. As a new one in the corporate sector, it was very effective for me. In chapter 4, I have described the details of the tasks and the learning on the basis of my internship program. All the tasks are different from one another. So, I have to find out separate solution for every individual problem on the basis of case analysis. I have learned a lot from my responsibilities. I realize that situational based learning is very effective and exceptional for getting new experience.

Time management is an important skill for completing a task on time. Before starting any task the respective supervisor gave me a instructions that actually helped me to allocate the time properly. Because, a clear idea of the job task and the logical process are the most effective ones to avoid complexity. As a result, I can minimize the wastage of time.

DBL Pharmaceuticals Ltd. is so concerned about ethical issues. Ethical conduct in the working process creates a healthy working environment. Furthermore, their incentive policy for high performance is an important factor in increasing employee satisfaction. Indeed, the company's potential growth is effectively working in terms of the employee-friendly working environment.

I have not seen any positional discrimination during my internship program. All the employee of DBL Pharmaceutical Ltd. respect each other. In the making process, all the employee of a specific department get chance to give their own opinion. Besides, DBL Pharma fairly evaluate an employee's performance that decrease the employee turnover rate. Communication is a very effective factor in terms of managerial effectiveness. So, DBL Pharma don't specify a language as a formal language. As a result, communication process is also efficiently work.

Zing HR is a custom-designed software that is used to do HR related activities. It reduces the complexity of work and enhances the speed of work. But they are not properly involved with the technological tool's usage and the best use of technology. Their file record system is following the traditional pathway, which creates a huge complexity in terms of resource allocation to update

their data server. Besides, non-management employees of DBL Pharmaceutical Ltd. are not experts in the best of technology. The sales force have to use some more apps apart from Zing HR to keep their work status updated. They are provided with regular training to get adapted to the technology.

DBL Pharmaceuticals Ltd. is dedicated to corporate social responsibility (CSR) and has put in place a number of programs to support local development. The business started the DBL Foundation, which focuses on initiatives to fight poverty and improve healthcare, education, and the environment.

To sum up, DBL Pharmaceuticals Ltd. is a prominent pharmaceutical business in Bangladesh with an emphasis on R&D and various kinds of products. The whole business has been steadily expanding over the years and has a strong supply chain and distribution network throughout the nation. The market is, however, extremely competitive, and the business must contend with fierce rivalry from both domestic and foreign businesses.

5.2 Market Level Analysis

This part contains the market analysis for DBL Pharmaceuticals Ltd. Here I have tried to point out various market factors. I would like to highlight the marketing and R&D department who have been working very good to understand all the market factors. The company has not received any negative feedback from the day it has been launched. Some points are described below for the ease of understanding:

- The market of the products are increasing day by day. New territories are on capture.
- There are a lot of competitors in the market. But still the products are getting popularity because of its quality. Strong R&D department is playing a great role in this case.
- > The various types of products such as ointment, capsule, tablets help the company to give a diverse portfolio.
- > Maintaining the strict guidelines compared to other pharma companies in Bangladesh gave a good reputation.
- > DBL Pharma have not received any warnings from BDA since they have started their journey.

- > Acquiring the whole ointment manufacturing and production line from Glaxo Smith Kline was one of the biggest moves in the pharma industry of Bangladesh for DBL Pharma.
- > They are updated as per the need of the time. Their strong R&D helps a lot in this factor. Thus, they are lagged behind.
- > DBL Pharma understands the customer behavior and thus the need and demand is strictly maintained in the market for which the company has gained the popularity of people in Bangladesh.
- > DBL Pharma also exports to other countries which help a lot in the economy of our country.
- > The muscle reluctant medicine of DBL Pharma has been ranked no.1 in the USA pharma industry.

5.3 Professional level analysis

This part contains the importance of the internship program as well as significant factors that have a positive impact on my personal and professional career. I have also tried to relate the academic knowledge with the internship experience.

As a student of Business and Technology Management, I have learned a lot from my academic courses. But I did not gain any practical implementation experience of theoretical knowledge. Internship program is included in our curriculum. Because of getting practical experience through performing the real corporate task.

In chapter 4, Description of main duties part I have mentioned that the tasks are completed and learnings are achieved during the internship program. The overall intern project gave me a complete real-life corporate experience which will be veteran for my future career. The most significant points are enlisted below which actually have a positive impact on my future career.

Professionalism refers to the behavior, conduct, and attitude of a person in a business environment. It is the most important factor in the corporate environment. As a student of Business and Technology Management, I must need to do professionalism practices. Professional internship program provided an excellent opportunity to practice professionalism. The ways that are followed to do these practices are described below:

- Respect the company's rules and obey them properly.
- Focus on appearance that must need to be attractive, words in terms of meaningful and effective communication.
- > Respect the employee and showing courtesy.
- > Avoid an unethical activity.
- > Perform the job as a responsible employee.
- > Maintain confidentiality.

Time management refers to completing a task on time by allocating time properly for a specific segment. By improving your time management skills, you'll be able to work more efficiently and consistently. I have learned a lot from my company supervisor about time management. Besides, my company supervisor helps me to increase my credibility for the best use of time by involving me in real-time tasks.

My internship program helped me to find my self-expertise and limitations. As a result, I can specifically work on my limitations and also develop my self-expertise. I am enlisting the skills below that I developed and recently gained through an internship program:

- > Communication skill Interpersonal skill
- > Pressure management skill. Task management skill
- > Contingent management skill
- > Technical skill.

Technological involvement in a working environment enhances work efficiency and reduces complexity as well as time consumption. The best use of technology ensures the highest accuracy. I have worked with the latest technology of HR team and that was Zing HR. Zing HR is a customized software which is directly connected with a company's central database system. This program deals with the enlisted functions.

- > Employee's remuneration
- > Employee's provident fund
- > Fund requisition
- > Leave management
- > Attendance management
- > Individual data record and access
- > Performance analysis

- Growth analysis
- > HR helpdesk
- ➤ Alternate holidays
- Resignation

Basically, all kinds of HR activities are included in the Zing HR. By using the Zing HR, I have learned about the usage of technology in the HR activities. As a result, I will be a veteran in my professional career when I am engaging in any HR related activities. As such, I can participate in system design that will be able to perform almost all kinds of HR related work from a single platform. Zing HR also discourages the traditional filing system because of its incorporation with the database system. The experience of the Zing HR gave me a competitive advantage in terms of working in a corporate environment. Besides, I have performed almost all kinds of HR related activities that I have already described in the "Description of main duties" part. My knowledge of the job responsibilities of Corporate HR has had a huge impact on my professional career in terms of experience.

Making a perfect CV is very important for a job seeker or job switcher. Basically, it describes or promotes a person on a single page. During my internship, I dealt with employee's record files. As a result, I have the scope to analyze the CV of an employee. As a result, I used to collect CVs based on job position and thoroughly analyze them. Thus, the analysis helps me to learn about the standard CV format and content writing.

In conclusion, the internship program has had a huge positive impact on my professional career. I am able to set the vision for my life according to the experience I have gained. It develops my existing skills as well as helps me gain new skills. From the internship program, I have an opportunity to perform shared payroll-related job responsibilities that build my inner confidence. The whole internship program helps me to redesign my corporate portfolio and to make the perfect resume. Moreover, an internship creates the scope to connect with the corporate world before graduation. Hence, it increases corporate connectivity. As a student of Business and Technology Management, I believe that the internship program met the department's study objectives.

Theoretical learning helps to build maturity in knowledge and this will affect to make decision in any practical problem resolving situation. Aggressive analysis states that theoretical learning and practical learning both are different in terms of core benefit and purpose. But, in general theoretical learning has an impact on practical experience.

I can relate several theoretical knowledge experiences that I got from my Human Resource Management, Management Information Systems, Financial Management, Strategic HRM and Technology Management studies to my internship activity.

In Chapter 4.1, I share some learning that I got from my internship program, and this learning can be related to the theoretical knowledge that I got from the Human Resource Management course. From the Human Resource Management course, I only learned the definition of HR functioning, HR diagram, managerial process etc. But I don't get any chance to see how practically HR functions and management work. Now the point comes to how there is a relationship between two different kinds of experience. The way is that theoretical knowledge enhances my understanding, identification, and decision process. When I enter into the practical field, there is no time loss and no difficulties understanding the HR-related terms, and my supervisor is also impressed to see the kind of knowledge I have already. Basically, direct involvement with the main work is because of theoretical learning. Otherwise, I need to learn the terms anew. Besides, when the process completion steps are given by the supervisor, my existing knowledge helps me draw out the input to the output process. Practical experience is situational based, and theoretical knowledge helps to understand the problem and find a solution using existing knowledge.

In Chapter 4.2, I share the tasks that I have completed in my internship program. My work motive was to upgrade their database information. Here, I have to find the best technical query program to input the data while maintaining accuracy. Before the data insertion, I had to understand the transaction type. Then, the process selection or query set up is possible with the knowledge I already have about database management. The data upgradation process is controlled by the best use of technology, which I get from the Technology Management course. Indeed, I have found the theoretical learning impact on field work through easy understanding of the formal terms, idealizing the input to output frame using existing knowledge without facing any massive difficulties, as well as enhancing my critical analysis ability to solve problems in any contingent situation. But I personally think that practical experience is exceptionally different from theoretical learning.

Chapter 6: Conclusion and Recommendations

Leading pharmaceutical business in Bangladesh with a broad range of goods is DBL Pharmaceuticals Ltd. Over the years, the company's revenue has increased steadily while placing a significant emphasis on research and development. DBL Pharmaceuticals Ltd. exports its goods to a number of nations and has a well-established supply chain and distribution network in Bangladesh. Due to the presence of both domestic and foreign businesses, the market is very competitive. The business is dedicated to corporate social responsibility and has put in place a number of programs to support local community growth. I got the opportunity to do three-month internship in the Corporate HR department of DBL Pharmaceuticals Ltd. as it is also a part of my academic curriculum. It was a great journey and learning opportunity for me. The purpose of the internship is to get experience of practical field work and complete the core motive of 4-year theoretical learning. The purpose of the study is to represent the job responsibility and share the experience are gained during internship and correlate it with theoretical learning.

The three-month internship lessens me the way professionalism act and the survival strategies in the corporate world. It helps me to get clear knowledge of HR function of a company and the strategic managerial process. As my most of the task was HR related which helps me to get advance experience working in different HR functions. Moreover, the internship program is resultant as enhancement of my communication skill, interpersonal skill and technical skill.

The internship program has a huge impact in my future professional carrier. First of all, I have no advance skill in technological tool uses, smart communication, problem solving and strategic management which I got from internship program that helps me to make strong resume. To know my limitation, encourage to overcome and make strong portfolio in the corporate interface. Thus, also have impact on my mindset and teach me to be positive in every moment. Indeed, the corporate experience which I have got that really effective in my personal and professional life.

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PAPER NAME

ID 8 final draft.pdf

WORD COUNT CHARACTER COUNT

10022 Words 56374 Characters

PAGE COUNT FILE SIZE

48 Pages 919.6KB

SUBMISSION DATE REPORT DATE

May 10, 2023 1:57 PM GMT+6 May 10, 2023 1:58 PM GMT+6

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