



**Internship Report
On
Recruitment & Selection Process of POWERtrac Group**



**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

Date:

Farjana Nasrin

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Subject: Submission of Internship Report.

Dear Madam,

I hereby submit the Internship report on POWERtrac Group which is a part of the internship program. It was a great achievement on my part to work under your direct guidance. While preparing this report, I have tried my best to portrait the condition of the company and reflect on my personal experience at the organization. The opportunity to work at POWERtrac Group has opened the door of the huge possibility of learning about corporate field operations and growing personally. It was a great experience working there and preparing this report under your supervision. If required, I will be available for any further clarification.

I will be highly obliged if you kindly accept this report and provide me with any kind of expert judgment or feedback you may have. It would be a huge success for me if you find this report informative or useful in any way.

Sincerely Yours

Arafat Ahmad Ayaz

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Declaration

I, Arafat Ahmad Ayaz, a student of the Department of Business and Technology Management of the Islamic University of Technology hereby declare that I have prepared this report on POWERtrac Group by myself with the guidance provided by my supervisor Assistant Professor, Farjana Nasrin, Business and Technology Management Madam. I have not breached any copyright purposefully. The work is authentic to the best of my knowledge. I further declare that the report was not submitted to any other party or institution for any degree of a certificate.

Arafat Ahmad Ayaz

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Acknowledgement

First and foremost, I want to thank almighty ALLAH for providing me with the strength to complete the report on time. I am deeply indebted to my academic supervisor, **Farjana Nasrin, Assistant Professor, BTM, IUT**, who permitted and supported me to work at the Human Resource Department of POWERtrac Group, which caused an immersive outcome by increasing my interpersonal skills, communication skills, and technical skills. She always assisted me in overcoming critical situations that I encountered during my internship and greatly inspires me to continue self-improvement alongside authentic performance.

I'd like to express my indebtedness to **Md. Mahbubul Alam, Asst. General Manager, HR and Commercial, POWERtrac Group**, the humblest person I have ever seen. His guidance and suggestions make it possible for me to easily cope up with corporate environment & play the role of professionalism. I always find him very helpful and cooperative. He was a great influencer for me to achieve the outstanding skill in communication, interpersonal and technical. Specially, he makes it possible to get advance level of corporate experience for me during the internship.

Moreover, I am great full to POWERtrac Group for allowing me to work with them and for providing me with essential information and knowledge for my internship. I would want to offer my heartfelt thanks to them for their cooperation, consistent practical learning and guidance, and support during the duration of my internship. Throughout my internship program, they provided me with knowledge and resources at every level. My supervisor assisted me with all of my duties and obligations. He deserves my deepest gratitude for his assistance in learning Group's culture, surroundings, and work routine, as well as in assisting me in the preparation of my report.

I am extremely grateful to **Md Ibrahim Khalil (Executive)** and **Milton Kar (Senior Officer)**, POWERtrac Group who helped me in my daily work as an intern. The first lesson I have learned from them that are beyond the educational qualification most important things are the ethical and moral value practices and development which make the best of your inner quality that have a great impact on my mindset. They always stand by me in any kind of problem that I have faced. They helped me in career planning and suggested the pathway that really helpful for me. Indeed, I found them as my corporate idol.

Executive Summary

This internship report is based on a 3 month internship program in POWERtrac Group's Human Resource Department that I successfully completed as part of my BBA studies at Islamic University of Technology, Department of Business and Technology Management from February 1, 2023 to April 27, 2023. I have experienced a lot during my involvement with HR activities, which was invaluable. Regardless, they were all valuable to my professional development.

POWERtrac Group is one of the leading groups in Bangladesh. The first venture of this Group is Engineering Works established in 1991. This group has a distinguished and lengthy history. In 1991, the first branch of the sector was established. Even the idea of establishing a manufacturing sector was on the edge of resistance. Mr. Utpal K. Das, one of the founding fathers, was a completely honest person. That infused his veins with bravery. He dared to move forward. He established the first foundry engineering to construct a handloom of Japanese design. The market responded very well. In this region of the planet, the first foundry engineering was successful. So was born an industrial house.

POWERtrac Group's industry analysis represents the company's strengths and weaknesses, along with the opportunities and threats they have. 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 HR Admin division of POWERtrac Group where my job was assisting the assistant general manager of HR Admin. 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 HRD, 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 Background of the Study

A company faces significant hurdles in designing and managing effective staffing processes. There are numerous tools, methods, steps, and people needed for this process. A process that maximizes the possibility of effective staffing levels and the use of successful person/job matches, both of which are important drivers of organizational effectiveness, must carefully integrate careful evaluation, past experience, and instinct. This brings us to the significance of the recruitment and selection process. One of the most crucial aspects of human resources is recruitment.

On the other hand, if the hiring process is not done well, it will have long-term effects on the organization that are far-reaching. The frequency with which companies can mishandle this procedure, either through negligence or ignorance, is still rather astounding. Despite the fact that everyone is aware of how crucial and, more significantly, how expensive it is to find people in the labor market we now have. According to the most recent statistics, replacing a current employee will cost you 2.5 times as much as the employee's wage. Consequently, it is critical that HR be involved in every step of the hiring and choosing process.

The recruitment and selection process is essential for an organization to prosper. Employee turnover is reduced when the right individuals are selected since they will produce positive results and stay with the organization longer. If employee selection is not done properly, mistakes may be made that cost money. The time spent by human resource managers would also be wasted if the hiring and selection process had to be repeated.

1.2 Objective of the study:

My three-month internship at the headquarters of POWERtrac Group is reflected in the work as a primary topic-based thesis. It lists my weekly responsibilities and tasks. The majority of my duties were recruitment and selection, along with some minor duties like creating personal files, attendance reports, and training summaries. I add my personal perspective and suggest improvements based on

the work report provided in order to improve the HR-related responsibilities at the corporate headquarters.

This report illustrates how far a task has come. It entirely focuses on the tasks I completed for my internship and how they advance my career. On the basis of the task report, I will examine pertinent issues and offer recommendations. This report's goal is to provide an overview of the relevant industry as well as explanations for the advantages of the internship. I have to keep track of everything during my internship so I can recommend improvements. I can concentrate on accomplishing my internship tasks at work while also enhancing my interpersonal and professional abilities.

This paper includes five main sections as followed:

- **Company/Institution Overview:** This chapter includes brief history of the company, various departments, company analysis, organogram etc.
- **Industry Analysis:** In this chapter reader can find about industry size, maturity of the industry, economic & technological factors etc.
- **Description of main duties/ Breakdown of activities:** This is where I describe elaborately about my main duties, work culture of the office, experiences, challenges etc.
- **Analysis of duties:** In this chapter I prepare the company level analysis, market level analysis and professional level analysis.
- **Conclusions & Recommendations:** This part is to summarize the whole analysis and future recommendations for positive change.

1.3 Scope of the work:

Many conclusions about how to enhance this organization's recruitment and selection process, as well as how it can be more digitalized, can be drawn from this study. Therefore, the report's focus is on POWERtrac Group's manpower planning, recruitment, selection, staffing, and retention management processes. I had a lot of assistance from the HR & Admin staff, and I made use of both the main and secondary data that was at my disposal.

1.4 Background information of the work:

There are four companies operating under POWERtrac group. The management level recruitment & selection of the factories, management and non-management recruitment of the head office are all organized and conducted in the head office by the HR and Admin department. Apart from this the HR also manages the attendance, leave management and payroll.

Department:

My assignment is under the **HR & Admin** department of this organization.

1.5 Methodology

The way data is gathered, examined, and interpreted is described by methodology. The primary and secondary data sources used to compile the information for this study. The sources are listed below.

1.6 Primary Data

- Face to face conversations with the employees of Human Resource Department of POWERtrac group.
- My personal experience and own notes regarding Payroll & HR Admin activities.

1.7 Secondary Data

- Company website
- Previous reports
- Online journals
- Human Resource policies of POWERtrac group
- Human Resource Department's publication of POWERtrac group

1.8 Limitations

- I have worked at Human Resource Department of POWERtrac group. The department deals with all internal payments of the company. So, it was highly confidential. For this reason, there are number of things that I could not 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 me.
- Three months is a very short time to allocate a complete data about HR department.
- The report focuses only one department of POWERtrac group.

Chapter 2 : Description of the company

2.1 Establishment History of the Company

POWERtrac Group is one of the leading groups in Bangladesh. The first venture of this Group is Engineering Works established in 1991. Presently there are 05 industrial and commercial organizations operating under this Group. The main business of the company of this Group includes Engineering, Power Based work etc.

This group has an wonderful and long chronicle. Regarding its beginning. Its step by step growth. The first unit of the industry was established in 1991.

Our sister concern,

- I) **Protect Electronics Ltd,**
- II) **Knoprotec.com,**
- III) **PROTEC Power Systems,**
- IV) **Ohmistry.com**

Our products are ideal for the exact operation of state-of-the-art industrial facilities, such as the quickly developing Factory Automation (FA) manufacturing lines and intelligent buildings, etc.

To even consider starting a manufacturing industry was toering on the edge of rebellion. Mr. Utpal K. Das, one of the founders, was an utterly honest individual. That instilled courage in his veins. He began moving forward.

He put up the first engineering foundry to create a handloom similar to the Japanese style. Excellent market reaction was received. The first engineering project for a foundry in this part of the world was successful. As a result, an industrial house was built. That is the great legacy we have left.

2.2 Departments in POWERtrac Group:

There are 13 departments in POWERtrac Group. They are:

- a) Accounts department
- b) Finance department
- c) Marketing department
- d) Procurement department
- e) Tax department
- f) HR & Admin Department
- g) Audit Department
- h) Cost & MIS Department
- i) IT Department
- j) Sales
- k) Quality Control
- l) Testing
- m) Production

2.3 Sector:

POWERtrac Group operates in the power sector. They are one of the largest manufacturers of Electrical Power Equipment in Bangladesh.

2.4 Major Businesses Units:

We offer: Manufacture, Supply & Installation of Distribution Transformer up to 3000 KVA (11/0.415KV).(Oil Type & Cast Resin Type)

- Manufacture, Supply & Installation of Power Transformer up to 10/14MVA (33/11KV).
- Manufacture, Supply & Installation of MV and LV Switchgear up to 33KV.
- Manufacture, Supply & Installation of Auto PFI Plants, Distribution Boards.

- Supply & installation of Bus bar Tranking System.
- Supply & Installation of Diesel Generator, Gas Generator & Duel Fuel Generator.
- Manufacture, Supply & Installation of all kind of Metering Panels and units.
- Manufacture of 11KV, Load Break Switch (LBS) & Vacuum Circuit Breaker (VCB).
- Manufacture of Industrial Voltage Stabilizer (IBS).

(INCOMING PRODUCTS):

-Manufacture of 11KV Current Transformer (CT), and Potential Transformer (PT) (Cast Resin).

Operating for more than 20 years, we are confidently dealing with turnkey basis Electrical Substation equipment, Distribution and Switching Components with the world renowned products. Our highly trained efficient and dynamic work force in our own factory level and also in client projects/sites are working round the clock for manufacturing, repairing, servicing, installing, commissioning products related with Factory Automation (FA) production lines, intelligent buildings.

End-users are regarded as our customers. Our company does not operate worldwide.

2.5 Total number of Employees in POWERtrac Group:

Here it has been given the total number of employees of POWERtrac group. It will help to understand the employees of each department.

Department	Number of Employees
Accounts Department	38
Marketing	53
Finance & Banking	11
HR & Admin	30
Tax	14
Audit	15
Procurement	30
Cost & MIS	20

IT	10
Sales	40
Quality Control	20
Testing	11
Production	08
Total	300

From the table we can say that the total number of employees is 101. Here in the Marketing department, there have highest number of employees. Besides there have total nine separate departments in PG. It also mentions that in the HR & Admin department there have peons, drivers, cleaners and executives. But they need more employees in Audit department for the wellbeing of the organization.

2.6 Company Mission, Vision and Values

Mission of the Company

The Company mission is quality production and after sales service. Exporting high quality finished goods for global market and achieve international accreditations as a maximum quality electrical goods exporter and quality electrical goods producer.

Vision of the Company

The company thinks business not only profit also provide satisfaction, quality, production and full fill the market demands and major contribution in national economy as well as maintain positive investment of the share holders

Values of the Company

Quality: POWERtrac never Compromise with the Quality. POWERtrac group always strive to provide the best possible quality for their products and services in order to meet and exceed customer's expectation.

Fairness: POWERtrac group is fair in Dealings with all their Stakeholders. POWERtrac group always attempts to maintain fairness in what they do and produce. This helped them to gain customer's faith and confidence and also to operate successfully in the market with their competitors.

Customer Focus: POWERtrac group is a Customer Focused Company. POWERtrac's main focus is always their customers. They are always to provide the finest products and services to their customers in order to attract and retain customers.

Continuous Improvement: POWERtrac group always Strive for Contentious Improvement. The group always attempts to make improvements in their products and services in order to meet customer's demands and cope with the current trend. In this way, they are able to compete successfully in the market in comparison to others providing the similar kind of products and services.

Transparency: POWERtrac group is a Transparent Company. POWERtrac group maintains transparency by providing the desired goods and services to their customers and sharing their goals with their employees.

2.7 Company Analysis:

2.7.1 SWOT Analysis:

SWOT analysis is a strategic management method that is used by people, companies, and organizations to examine their opportunities, threats, and areas of strength and weakness. Strengths, Weaknesses, Opportunities, and Threats is referred to by the acronym SWOT.

Gaining a deeper knowledge of the internal and external elements that may have an impact on an organization's success is the main goal of a SWOT analysis. An organization can identify areas where it needs to improve and those where it has a competitive edge by examining its strengths and shortcomings. Similar to this, a firm can anticipate possible difficulties and possibilities in the market by studying its opportunities and threats.

Some common reasons for preparing a SWOT analysis include:

To develop a strategic plan: A SWOT analysis is often conducted as a first step in building a strategic plan for an organization.

To identify areas for improvement: By identifying weaknesses, an organization can develop strategies to address them and improve its overall performance.

Finding competitive advantages: By assessing its strengths, a company can find niches in which it outperforms competitors.

To recognize possible hazards: By recognizing threats, a company may foresee potential problems and create backup measures to lessen them.

In general, a SWOT analysis is a useful tool for businesses trying to create a strategy plan, make wise choices, and maintain market competitiveness.

Strength	<p>Diversified business: POWERtrac Group has a diverse portfolio of businesses, including engineering, power-based work, trading, and manufacturing, allowing the organization to capitalize on possibilities across multiple industries.</p> <p>High-quality products: The group is known for offering high-quality items to its consumers, which has contributed to the group's excellent reputation and client confidence.</p> <p>A well-established distribution network in Bangladesh: The company has a renowned distribution network in Bangladesh, which allows it to reach customers in rural places (powertrac, 2023).</p> <p>Knowledgeable staff: POWERtrac Group has a team of knowledgeable and experienced workers who bring expertise in their respective fields.</p>
Weakness	<p>Limited global presence: The group's operations are primarily confined to Bangladesh, limiting its potential to enter international markets and expose itself to global trends and opportunities.</p> <p>Overdependence on the domestic market: Because POWERtrac Group's business is predominantly concentrated on the domestic market, the company is vulnerable to risks related with Bangladesh's economic and political environment.</p> <p>Inadequate brand recognition: The group's brand awareness is inadequate, which may impede its capacity to acquire new clients and expand its customer base.</p>
Opportunity	<p>Rising electricity need: Bangladesh is a fast-developing country with rising electricity demand, which presents an opportunity for POWERtrac Group to expand its power-based services and products.</p>

	<p>Emerging markets: POWERtrac Group sees various emerging markets in Asia and Africa as opportunities to grow its worldwide reach and enter new markets (Islam, 2021).</p>
Threats	<p>Intense competition: The electrical and power-based sectors are very competitive, and POWERtrac Group is up against several well-established market giants.</p> <p>Economic insecurity: Bangladesh's economic and political conditions are generally uncertain, which may have an aftermath on the group's corporate activities.</p> <p>Regulatory changes: Changes in the regulatory environment or government policies can have an influence on the group's operations and profitability.</p>

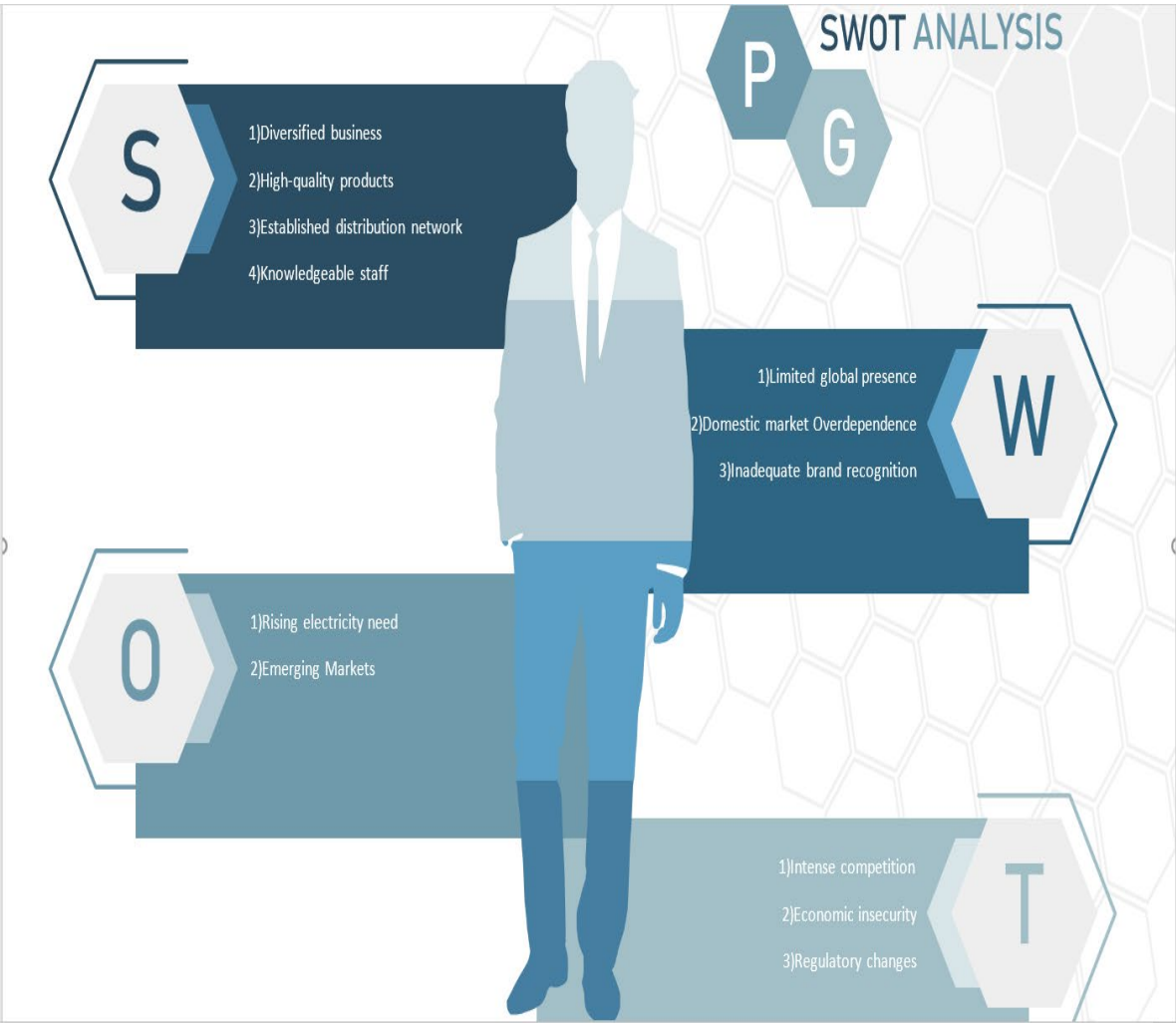


Figure 1: SWOT analysis of POWERtrac Group

2.7.2 Porter’s Five Factor Analysis:

Businesses evaluate the appeal and profitability of entering a new market or growing an existing organization using Porter's Five Factor analysis. By highlighting the structure of industry rivalry, the study aids firms in developing strong competitive strategies. Businesses may create strategies that focus on the most important areas of competition and foresee changes in the competitive environment by understanding the five elements.

Threat of new entrants	For POWERtrac Group, the threat of new entrants is low. The corporation has a strong presence in various industries in Bangladesh, and its economies of scale make it difficult for new competitors to enter the market. Furthermore, POWERtrac Group's strong relationships with suppliers and customers act as a deterrent to potential new competitors (Hossain et al., 2021).
Bargaining Power of Suppliers	POWERtrac Group's supplier bargaining leverage is moderate. While the company has built ties with several significant suppliers, the company's operations are so diverse that it relies on a wide range of suppliers from other industries. This can reduce any one supplier's bargaining strength, but it also means that POWERtrac Group must maintain good connections with a variety of suppliers to assure continuing access to vital resources.
Bargaining power of buyers	Buyer bargaining power is moderate for POWERtrac Group. While the company has many customers in a variety of industries, the diversification of its activities ensures that it is not unduly reliant on any single customer. Buyers retain some bargaining power with POWERtrac Group, particularly in industries with several suppliers offering identical products or services.
Threat of substitutes	For POWERtrac Group, the threat of substitutes is moderate. While the corporation operates in a variety of areas, there are frequently alternatives to the products and services it offers. Customers in the electrical goods sector, for example, may be able to acquire similar products from other companies. POWERtrac Group's established reputation and solid relationships with suppliers and customers, on the other hand, provide a competitive advantage in the industry.

Competitive rivalry	The competitive rivalry is high for POWERtrac Group. The company operates in several industries in Bangladesh and faces competition from established domestic and international competitors. However, POWERtrac Group's diversified portfolio and strong reputation allow it to compete effectively with other players in the market. Additionally, the company's focus on quality production and after-sales service provides a unique value proposition that sets it apart from other competitors.
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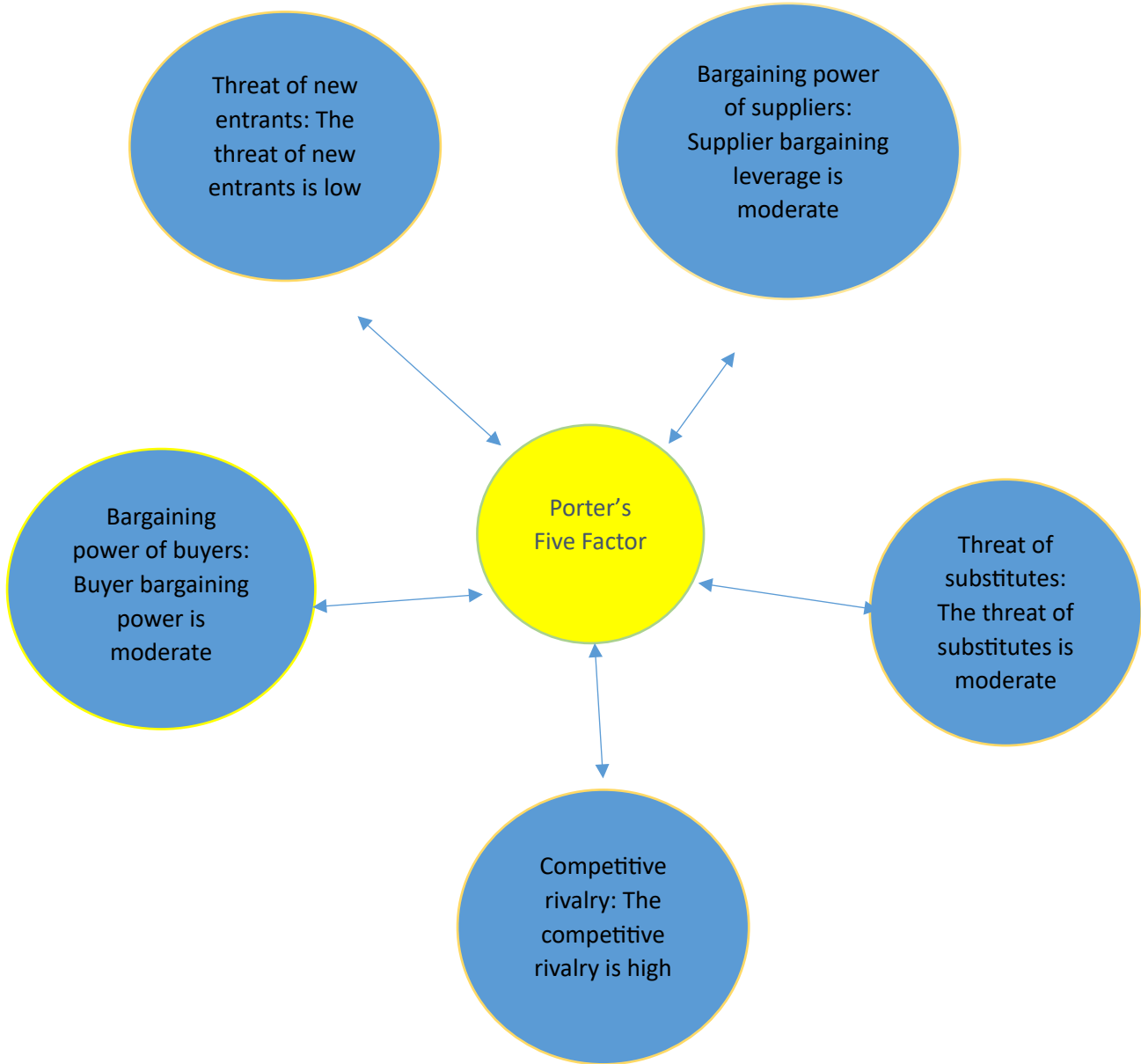


Figure 2: Porter's Five Factor Analysis of POWERtrac Group

2.7.3 PESTLE Analysis:

A PESTLE analysis is a useful device for organizations and associations to assess the outside factors, for example, political, financial, social, mechanical, lawful, and ecological issues, that could influence their tasks. A PESTLE analysis can assist businesses with better grasping their outside climate and spot possible dangers and open doors.

A PESTLE analysis might be made by an organization for different reasons, some of which are as per the following:

1. Spotting potential dangers and open doors: Organizations can track down expected perils and valuable open doors in the outside climate by doing a PESTLE study. A PESTLE study can assist organizations with expecting these progressions and make a move to diminish any terrible impacts or hold onto any good prospects. For example, changes in government regulations or monetary circumstances can considerably affect an organization's tasks.

2. Creating well thought out courses of action: A PESTLE investigation can assist an enterprise with its essential preparation by uncovering data about the rest of the world. Organizations might make more compelling development and achievement plans by distinguishing the significant powers driving change as well as likely open doors and risks.

3. Analyzing business sector potential: By concentrating on the outside factors that could influence interest for an organization's labor and products, a PESTLE examination can help organizations in surveying the capability of new business sectors. For example, changes in cultural standards or specialized progressions might introduce new opportunities for organizations to enter and prosper in a particular market.

4. Evaluating the serious climate: A PESTLE examination can help organizations in assessing the cutthroat climate by taking a gander at the external factors that could affect their opponents. Organizations can think up additional fruitful cutthroat systems by understanding the fundamental powers driving change as well as could be expected dangers and open doors for rivals.

Generally speaking, a PESTLE investigation is a significant instrument for organizations hoping to assess the outside climate and foster powerful methodologies for development and achievement.

Overall, a PESTLE analysis is a great instrument for companies looking to evaluate the extrinsic environment and develop useful ways for growth and success.

POWERtrac Group's pestle analysis:

Political: The POWERtrac Group does business in a solid legislative climate. However, the government's laws and rules may have an jolt on the business.

Economically: Bangladesh's middle class is expanding, which gives POWERtrac Group the chance to grow its regulars. However, economic fickles like interest rates and inflation can have an impact on a company's lucrativeness.

Social: Bangladesh is a multicultural nation with a variety of cultures and existence. To serve the community market, POWERtrac Group must adapt its products and marketing plans. Additionally, social issues like environmental sustainability may be impacted by the company's legacy.

Technological : Technological developments may have an impact on the goods, manufacturing procedures, and distribution methods of POWERtrac Group given Bangladesh's expanding technology sector. The business must keep up with the most recent technical advances in order to remain competitive.

Legal: Businesses must abide by labor and environmental laws in Bangladesh, and the country has laws protecting intellectual property. To conduct business legally in the nation, POWERtrac Group must abide by all rules and legislation that are in force.

Environmental: The POWERtrac Group's operations may be impacted by environmental concerns such as pollution, natural catastrophes, and climate change. The business must take action to lessen its impact on the environment and adhere to all applicable environmental laws.

<p>P</p> <p>Political</p>	<p>E</p> <p>Economical</p>	<p>S</p> <p>Social</p>	<p>T</p> <p>Technologica l</p>	<p>L</p> <p>Legal</p>	<p>E</p> <p>Environmenta l</p>
<p>POWERtra c Group operates in a political environmen t that is stable.</p>	<p>Economic factors such as inflation and interest rates can affect POWERtra c Group's profitability .</p>	<p>POWERtrac Group's products may have an impact on social issues such as environmenta l sustainability.</p>	<p>POWERtrac Group needs to keep up with the latest technological trends.</p>	<p>POWERtra c Group must comply with all applicable laws and regulations to operate successfully in the country.</p>	<p>POWERtrac Group needs to take measures to reduce its environmental impact and comply with all applicable environmental regulations.</p>

Figure 3: PESTLE Analysis of POWERtrac Group

Chapter 3 : Industry Analysis

3.1 Industry Size and Growth Trends

Powertrac Group's work in the manufacturing and distribution of electrical and electronic goods has a significant impact on Bangladesh's economy. According to a Statista analysis, the market will reach US\$1,684 million in 2025, with an industry-wide CAGR of 6.84 percent. There are a number of distinct subsectors within the electrical and electronics industry, including those that deal with renewable energy, supply power solutions, and produce and distribute electrical and electronic goods. An expanding middle class, increased technology use, and more money to spend are all driving the sector's expansion.

In the forthcoming years, the power arrangements and environmentally friendly power arrangements areas of the electrical and hardware industry will see critical development driven by a shift toward sustainable power and the growing utilization of shrewd matrix innovations. The global power sector is expected to grow at a CAGR of 5.5% between 2021 and 2028, with revenue expected to reach \$2.2 trillion by that point, according to research conducted by Parker and Tan (2019). The Asia-Pacific region is expected to be the primary driver of this expansion, followed by North America and Europe.

The worldwide manufacturing industry is anticipated to grow at a CAGR of 5.2% from 2021 to 2028, reaching \$55 trillion in revenues, up from roughly \$38 trillion in 2020. Asia-Pacific is the largest market for the manufacturing sector, followed by Europe and North America. According to PWC (2018), the use of automation and digital technology, as well as a shift toward sustainable and environmentally friendly production methods, are all expected to boost the expansion of the manufacturing sector.

Because of its diverse portfolio of companies, which includes electrical and electronics goods, power solutions, and renewable energy solutions, Powertrac Group is well-positioned to profit from the

growth of the electrical and electronics manufacturing and distribution industry. is well-positioned to benefit from the expansion of the electrical and electronics manufacturing and distribution industry because of its wide portfolio of businesses, which includes electrical and electronics products, power solutions, and renewable energy solutions. The business's dedication to sustainability is also revealed through the utilization of renewable energy sources, which lessen Bangladesh's carbon footprint.

There is a lot of space for development in the production and retail of electrical and electronic goods in Bangladesh, and POWERtrac Group is well-positioned to benefit from this growth because to its high-quality products and commitment to sustainability.

3.2 Maturity of the Industry:

Despite having historically played a significant role in the global economy, the manufacturing and power sectors are currently undergoing significant changes as a result of legislative adjustments, technological advancements, and a growing demand for clean, renewable energy. Despite challenges like aging infrastructure, uncertain regulatory environments, and geopolitical risks, both industries are investing significantly in R&D to ensure sustainable growth.

3.3 External economic factors and their effect on industry

In order to remain competitive and satisfy the demand for sustainable energy, the power sector has moved toward renewable energy solutions due to growing competition from renewable energy sources. In order to foster innovation and growth, the manufacturing sector is also implementing automation, digital technology, and sustainable manufacturing techniques.

While facing difficulties like supply chain interruptions, geopolitical risks, and shifting consumer preferences, both industries are adjusting to stay competitive and satisfy changing market demands. Maintaining a positive reputation and avoiding legal and financial repercussions depends on compliance with safety and environmental rules.

Due to improvements in technology and production techniques, the manufacture and distribution of electrical and electronics have developed and experienced tremendous development in recent years. Because of rising customer demand for eco-friendly and sustainable products, eco-friendly and sustainable production techniques are likewise spreading more widely.

3.4 Technological Factors

In this very competitive sector, where established companies are vying for market share, it is challenging for new entrants to succeed. Despite this, the industry keeps growing gradually because of advancements in technology, an increase in consumer demand for ecologically friendly products, and a growing middle class.

3.5 Regulatory political and legal concerns

The Powertrac Group is in a good position to take advantage of prospects for expansion and innovation in the manufacturing and power sectors and help Bangladesh's economy flourish. Companies in these sectors must continue to be inventive and adaptive if they want to be competitive.

3.6 Competitive Environment:

Powertrac Group's success in the dynamic and challenging competitive environment in which it operates is influenced by a number of factors. One of the most important competitive factors is the presence of established market players with a strong foundation and well-known brands, such as global companies and local rivals.

Power equipment manufacturers and distributors are likewise engaged in severe competition with one another, and each is making an effort to differentiate itself by offering unique value propositions including first-rate customer service, state-of-the-art products, and competitive costs. As a result of increased industry competitiveness, new technologies and products that better serve customer requirements have emerged.

The regulatory environment is a further component that impacts the competitive environment. Power equipment manufacturers and distributors must abide by a number of safety and environmental regulations; failure to do so may result in fines and other penalties as well as reputational damage. Businesses who can effectively negotiate these standards and have a strong safety and environmental track record will have an advantage over their rivals.

The competitive environment is impacted by technological advancements as well. The power equipment industry is rapidly changing as a result of new developments that can improve the reliability, dependability, and safety of power equipment. Businesses who can stay ahead of technological advancements and offer innovative solutions will have a greater chance of success.

Finally, consumer demands and preferences also have an impact on the competitive landscape. As consumers become more environmentally conscious and demand sustainable products, power equipment manufacturers and distributors that offer eco-friendly solutions will be better positioned to acquire market share.

Overall, the very competitive environment in which Powertrac Group conducts business is challenging, but it also presents several opportunities for growth and innovation. To stay competitive in this industry, the company must keep delivering unique value propositions, uphold regulations, stay abreast of technological advancements, and cater to shifting customer demands.

3.7 Key Industry and Growth Trend:

Due to advancements in technology and growing customer demand for goods that are sustainable and environmentally friendly, the manufacturing and distribution of electrical and electronic products have increased dramatically in recent years. Powertrac Group is a significant player in this sector and is thus well-positioned to capitalize on these developments and grow its business.

One of the key themes driving the sector's expansion is the use of renewable energy. As more consumers and nations develop environmental concern, the need for eco-friendly products is growing. Manufacturers in the electrical and electronics industry are responding by embracing renewable energy alternatives like solar and wind power in an effort to reduce their carbon footprint and meet the growing demand for sustainable products.

Another trend in the industry is the application of automation and digital technology. Automation technology breakthroughs in robotics and artificial intelligence are helping businesses boost output and efficiency while cutting expenses. In order to improve customer experiences and supply chain management, businesses may gather and analyze data thanks to the spread of digital technologies like the Internet of Things (IoT).

Additionally, the sector is seeing an increase in the use of strategies that support the circular economy. The goal of this strategy is to minimize waste and maximize resource consumption. Recycling and resource repurposing are prioritized.

Last but not least, the sector is observing a transition toward more regional and specialized production. Manufacturers are reacting to consumer demands for items personalized to their unique needs by creating flexible and agile production methods that can swiftly deliver customized products. Additionally, as e-commerce grows, producers set up regional production facilities to cut shipping costs and offer quicker delivery.

The manufacture and distribution of electrical and electronic products are generally expanding and changing significantly due to changes in customer preferences and technological breakthroughs. As a pioneer in this field, Powertrac Group is in an excellent position to take advantage of these developments, expand its clientele, and help Bangladesh's economy grow.

Chapter 4 : Description of Main Duties

4.1 Learnings

During my internship period, I gained practical use of theoretical experience through some formal paperwork. I used to make a sample word draft following the sticky note, and the sample draft was about a job circular, salary certificate, final settlement, experience certificate, and joining letter etc. On the other hand, I learned about HR functions that represent the job responsibilities of HR and also learned some specific payroll policies through reading their policy book. These are described below.

1. Function of group HR

- Recruitment
- Remuneration policy
- New employee remuneration set-up
- Evaluation process
- Training and development
- Employee benefit scheme
- Salary payment process
- Bonus payment process
- Employee taxation
- Resigned / Closed off process

2. 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 sticky note which is given by the authority.

3. 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, pf contribution & company contribution. I have learned about how to calculate working days salary, leave days salary, gratuity and ex-gratia of an employee.

4. Employee's gross pay structure contains an amount of basic pay, medical allowance, transport allowance, home allowance etc. Employee pf contribution is cut from employee basic pay. I have learned about how to calculate the net pay of an employee.

5. A job circular is issued when a vacancy is created in the company's specific position. 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 sticky is given by the authority.

6. 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.

7. Leave category contains sick leave, casual leave, fixed leave. I have learned about how to balance leave data when an employee uses one of these.

8. 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.

9. 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.

4.2 Task completion

This part contains the details of the tasks that were completed by me during the internship program.

1. I have assisted in the calculation of the Board of Directors' salary and bonus. The process is given below.

- Ascending the pay-slip according to the month and year of every individual member of the Board of Directors.
- Conditioning month count.
- Find out the similarities and dissimilarities of payment that are paid through pay-slip. Conditioning months are divided according to findings.
- Input the data into the excel function to calculate the net pay and bonus of every individual member.

2. An excel data was given by my company supervisor to find out the gratuity and leave days salary of the retired and resigned employee. Gratuity and leave days salary are counted to formalize the Final Settlement of retired employee or resigned employee. The process is given below.

- Find out the basic and gross pay of every individual from the excel sheet.
- Input the amount into a mathematical equation to find out the gratuity and leave days salary. It is noted that the calculation was done manually.

3. I have issued the formal invitation letter to the selective employee through using mail merge. The process is given below.

- Firstly, I made a sample draft using the employee name, id and SBU name as a key field.
- Secondly, I use the mail merge option to connect the sample draft with the excel data- sheet. Because of getting the key field data automatically through accessing the excel data.
- The last one is clicking the print option.

Following the steps, I found invitation letters for every individual employee separately. The purposes are the best use of technology to ensure accuracy and less time consumption. It was done for practice.

4. Three financial year bank statements were given by the authorities. The task was to insert employee id against the specific transaction. The process is given below.

- Firstly, I collected the hard copy of the Final Settlement cheque, PF loan Cheque and Early Settlement Cheque according to conditioning year.
- Secondly, I divided the cheque according to debit and credit. PF loan and Final Settlement cheque are counted as a debit part. On the other hand, Early Settlement cheque is counted as credit part.
- Thirdly, to insert the employee ID into the debit part, I need to input the check amount of the employee in the search option. After getting the result, I need to match the check number on the hard copy with the result. If the result matches the check number in the hard copy, I insert the employee ID against the transaction. The same thing is done for every individual hard copy and also for the credit part.

The purpose of this task was to make a support file for the auditor. Because it summarizes the PF loan transaction, Final Settlement transaction, and Early Settlement transaction with a specific id of the conditioning year.

5. Daily basis error checking of issuing Final settlement and PF Loan file.

- After accepting a PF loan application, a PF loan cheque and an office copy of the employee PF loan are issued. I need to match the employee id, name on the cheque with the office copy. As same as, I had to check the Final Settlement cheque and the Final Settlement office copy.

6. An excel data sheet was constructed to summarize the PF loan balances of every individual employee. Basically, a group of employees' names and ids were given to those who took the loan from the organization. I had to find out the loan balances of every individual at the end of financial year. The process was to select the account name from the ledger part of the database system. After that, the range of the financial year needs to be set. Both these things were constant attributes and applicable for all searches. The way of finding out the loan balance was to input the employee's ID into the search option. According to the input id, the employee's name was shown, which I confirmed. Then, the option views the results and shows the transactions. The last transaction was counted as a loan balance at the end of the financial year, which I had to insert in the data sheet against the employee id. This task was done for auditing purposes.

7. An excel data sheet was constructed to summarize the PF contribution of every individual employee. Basically, a group of employees' names and ids were given. I had to find out the PF contribution of every individual employee at the end of the financial year. Some employees' working statuses were active while others were on leave. So, two types of accounts were needed to be opened. One was a member account, and the other one was payable to outgoing members. After that, set the date range in both accounts. The account name and date were constant and applicable for all searches. The way of finding out the PF contribution was to input the employee id in both accounts' search option. According to the id, the employee's name was shown, which I confirmed. Then the option to view the results shows all the transactions. In both account transactions, the last one was counted as the final balance. Getting the final balance from both accounts and summing up. The sum value was the PF contribution balance of every individual at the end of the financial year and it was inserted in the data sheet against the employee id. The task was done for auditing purposes.

8. A group of employees was waiting to get health insurance facilities. I had to enlist their name, id, and amount of money. The application form of health insurance needs to be sorted in ascending order of date.

9. Strategic Business Unit of POWERtrac Group send fund requisition monthly to POWERtrac Group Corporate Office. POWERtrac Group corporate Office accept the request and send a pay-slip to the specific bank to make a transaction according to the pay-slip. Three financial year fund requisition related bank statements were given to me. I had to insert the SBU name, dd-mm-year in against of every transaction. The process is given below.

- Firstly, I collected the hard copy of the pay-slip for every individual fund requisition that was granted.
- Secondly, input the amount of money on the pay-slip into the excel search option.
- Thirdly, match the pay-slip account number with the search result. If the condition is met, I insert the SBU name, dd-mm-year, in against the transaction. If it doesn't match, I move on to the next search result in order to match and do the same thing until I find.

4.3 Working Condition

I had to go to the office five days a week, and the working hour was from 9 a.m to 6 p.m. I had never experienced any unusual (field trip, overtime) working days.

4.4 Difficulties & Challenges

As an intern at the Human Resource Department of POWERtrac Group, 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 was employee's salary and provident fund related where I need to maintain confidentiality. It was very sensitive factor and was too much difficult to maintain. Completing a task in time was challenging because time duration was limited.

If I talk about the task and learning-related difficulties, I face new problems every single day. The explanations are given below.

- Gratuity is a part of Early Settlement. To calculate the amount of gratuity of an employee will receive. Firstly, I need to find out the condition year because it decides whether an employee get a gratuity or not. Secondly, I need to match the condition year with the payroll policy that is a critical reasoning process. Because, this helps to make decision and a calculation of the amount of gratuity. The whole process is too difficult and accuracy is also an important concern.
- Leave days salary is counted on the basis of gross pay. Sometimes, it makes a confusion whether choose the net pay or choose the gross pay.
- Mail merge is a completely new tool for me. Using the appropriate key field and formatting the draft are difficult tasks.
- Resource allocation (Early Settlement pay slip, Provident Fund pay slip, Final Settlement pay slip and Fund requisition pay slip) and best use of the software related tool (Excel) are challenging to me.
- RAPID is a customized software. I had to use RAPID in terms of finding the PF loan balance & PF contribution. The difficulties are finding out the exact loan balance and PF contribution of every individual as well as maintaining accuracy. Because, I had to deal with a large amount of employee data.

Basically, these types of difficulties and challenges that I had faced during internship program.

4.5 Experience

I have got experience almost all kinds of HR Admin related activities through performing the task during the internship program. Specifically, I have got experience in employee PF and Final Settlement related work which was my main intern project. Moreover, I have got advanced experience in using "MS WORD & Excel".

Chapter 5 : Analysis

5.1 Company level analysis

This part contains the internal process of POWERtrac Group limited that are effective and exceptional as well as it also explains the lacking of the internal process.

POWERtrac Group Limited's intern guidelines are well organized and easy to understand. The job responsibility of an intern at HR Admin 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 a task the respective supervisor gave me a working flow chart that helps 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.

POWERtrac Group Limited is so concerned about ethical issues. Ethical conduct in the working process creates a healthy working environment. Besides, it has a positive effect on the employee's job performance and the company's overall growth. 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 POWERtrac Group limited respect each other. In the making process, all the employee of a specific department get chance to give their own opinion. Besides, POWERtrac Group fairly

evaluate an employee's performance that decrease the employee turnover rate. Communication is a very effective factor in terms of managerial effectiveness. So, POWERtrac Group don't specify a language as a formal language. As a result, communication process is also efficiently work.

Rapid is a custom-designed software that is used to do shared payroll and HR Admin 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 POWERtrac Group Limited are not experts in the best of technology and there is no training session for them. As a result, it has a negative impact on the overall efficiency of work. I also faced a problem when I was working on an employee's provident fund and early settlement. All the hard copies of provident fund loan cheques, early settlement cheques, fund requisition cheques and final settlement cheques are not properly stored. For this reason, a lot of time is taken to allocate the cheque properly in terms of making a supportive file for the auditor. Basically, their file management system is not at a satisfactory level.

In conclusion, most of the internal processes are effective. It is also noted that POWERtrac Group Limited is trying to overcome problems.

5.2 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.

As a student of Business and Technology Management, I have learned a lot from my theoretical courses. But I don't 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 gives 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 provides an excellent opportunity to practice professionalism. The ways that are followed to do these practices are describing here.

- Respect the company's rules, regulation and policies as well as 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 helps 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 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 admin team and that was RAPID system. RAPID 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

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

5.3 Correlation between practical experience and theoretical learning

In a definitive way, the subject of the knowledge is theoretical learning, and the use of that knowledge in a particular real-life situation is called practical application. 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 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. One example is that final settlement is given to a specific employee, where I need to find out who is credited and who is debited. Thus, debit and credit related knowledge I got from my Financial Management course. 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.

5.4 Other Performed Activities:

1. Understanding of how L/C (Letter of Credit) document is prepared-

Buyer and Seller Agree on Terms: The buyer and seller agree on the terms of the transaction, including the goods or services being sold, the price, the shipment method, and the delivery date.

Issuance of L/C: The buyer's bank issues an L/C to the seller's bank, which guarantees payment for the goods or services in accordance with the agreed-upon terms.

L/C Requirements: The L/C will outline the specific requirements that must be met for the seller to receive payment, including the necessary documents and their deadlines. Common documents include a commercial invoice, bill of lading, packing list, and certificate of origin.

Seller Ships Goods: Once the seller ships the goods and obtains the required information, they present them to their bank, which then forwards them to the buyer's bank.

Documents Examination: The buyer's bank examines the documents to ensure they meet the requirements of the L/C. If the documents are satisfactory, the bank will release payment to the seller.

Payment to Seller: The seller's bank credits the seller's account with the payment amount, minus any fees.

2. Cheque Deposit at Prime Bank, Standard Bank Ltd.: I deposited cheques at two different banks, Prime Bank and Standard Bank Ltd. I gained knowledge of how to deposit checks, complete deposit slips, and complete bank documents while working on this activity.

3. Cash Deposit at Dutch Bangla Bank: I deposited cash at Dutch Bangla Bank. I learned about the procedure for depositing cash, the value of precise currency counts, and the necessity of maintaining good records through this activity.

4. . Cheque collection from Electro Power Engineering Ltd. : I collected cheque from Electro Power Engineering Ltd. They are one of our customers. There are several things that I learned from cheque collection, including:

Payment processing: Cheque collection can provide insights into how quickly and efficiently a bank or financial institution processes payments. This can help businesses and individuals make informed decisions about which banks or financial institutions to use for their financial transactions.

Payment tracking: Cheque collection also allows businesses and individuals to track their payments, as they can monitor when the cheque is deposited and when it is cleared.

Payment fraud prevention: Cheque collection can help prevent payment fraud, as banks and financial institutions have systems in place to detect and prevent fraudulent cheques from being deposited.

Payment reconciliation: Cheque collection can aid in payment reconciliation, as businesses and individuals can compare their cheque records with bank statements to ensure that all payments have been correctly processed.

Payment delays: Cheque collection can reveal potential delays in payment processing, such as hold times or clearance periods, which can help businesses and individuals plan accordingly.

5. Submission of Bill of Entry Photocopy at South Bangla Agricultural and Commerce Bank Ltd.: The procedure of import/export and customs clearance normally include the filing of a Bill of Entry photocopy. Here are some things I discovered as a result of submitting a photocopy of the Bill of Entry:

i. The import/export value of the goods: This sum is used to determine any applicable customs duties, taxes, and The Bill of Entry document contains information on the value of the goods being imported or exported. additional transaction costs.

ii. The nature of the imported/exported items: The Bill of Entry photocopy also includes details regarding the nature of the imported/exported products. This data is used to assess whether the products are constrained by any laws or regulations, such as quota or license requirements.

iii. The country of origin: Information about the country of origin of the items being imported or exported is normally included in the Bill of Entry document. This data is used to establish if the products are covered by tariffs or trade agreements.

iv. The method of transportation: Information on the means of transportation being utilized to deliver the goods is also included in the Bill of Entry copies. Using this information, one can assess if certain laws, such as those governing temperature control or hazardous compounds, apply to the items.

6. Cash deposit at Brac Bank and Bank Asia: I was responsible for depositing cash at Brac Bank and Bank Asia. I learned about the process of depositing cash, filling out deposit slips, and bank forms.

7. Cheque deposit at Mutual Trust Bank, City Bank and One Bank: I was responsible for depositing cheques at Mutual Trust Bank, City Bank and One Bank. I learned about the process of depositing cheques, filling out deposit slips, and bank forms.

8. Submitting Bank Authorization form at HSBC Bank and receive gifts: I was responsible for submitting Bank Authorization forms at HSBC Bank and received gifts in return. I learned about the importance of proper documentation and how to maintain proper records of financial transactions.

9. Receiving bank account opening forms for correction from SBAC Bank: I received bank account opening forms for correction from SBAC Bank. I gained knowledge on the value of precise documentation and how to keep correct financial transaction records.

Chapter 6 : Conclusions

POWERtrac Group is one of the most renowned companies in Bangladesh. I got the opportunity to do three-month intern in the Human Resource Department of POWERtrac Group 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 PF related which helps me to get advance experience working in specific payroll function. Besides, I also make supportive file for auditing purpose that enhance my Management Information System related skill also. 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.

This report is done with a lot of limitation and obstacles. But I tried my best to represent a clear picture of my real-life experiences. Specially, I'd like to thank Farjana Nasrin, Assistant Professor, Business and Technology Management., IUT and Md. Mahbubul Alam, Asst. General Manager, HR and Commercial, POWERtrac Group who helped me a lot to complete the report.

Recommendations

But there are some areas where POWERtrac is not performing up to the mark and can improve. To improve the present recruitment and selection process following recommendations has been proposed.

Regarding the funding for hiring, POWERtrac has no adequate guidelines or policies. The most expensive part of an organization's personnel system is the recruitment procedure. The high expense of hiring emphasizes how crucial it is to have a budget for hiring that is properly thought out. Therefore, POWERtrac should create a budget for hiring each year.

The Balanced Scorecard, which serves as the framework for evaluating a recruiter's performance, may be used to motivate them. The balanced scorecard offers a solid framework for creating and presenting strategy. Managers who utilize strategy maps are better able to see the business model, which forces them to think about cause-and-effect relationships.

A robust application record-keeping system is lacking at POWERtrac. To maintain track of past applications, POWERtrac may attempt to establish a record-keeping or data-storage system.. It will help them to search best employees in the future time without advertisement cost.

POWERtrac may efficiently leverage the internet and university placement offices as a better source of recruitment, which can cut down on HR Department time and attract candidates at minimal expense. Sometimes the most prominent employees can be picked from different university with fresh blood and knowledge. Online circular must be given by PG that will help the organization to understand about the market trend of recruitment and selection.

POWERtrac should be flexible in the use various assessment methods and employ assessment method that is most appropriate for a particular position. Human resources managers or departments may perform assessments to forecast the future performance of workers. Assessments may tell the company if the potential employee is capable of fulfilling the job and if she has the appropriate skill sets. Other assessments focus on the personality of potential and current employees and their will to get the job done.

POWERtrac should continuously try to develop its recruitment and selection process and use interview that is more structured. Here are key advantages to using structured interviews:

a) Effectiveness. Four unstructured interviews can yield the same amount of precise information as one structured interview, increasing the accuracy and efficiency of your hiring process. I advise adopting a panel interview style or additional raters to boost accuracy even more.

b) Consistency. As decision-makers have the same information for every candidate, comparisons can be made quickly in terms of candidates' potential for success if hired, further streamlining the decision making process and improving confidence in those decisions.

c) Fairness. All candidates are treated objectively because questions are based on job requirements. This also makes it easier for candidates to see the link between what they are being evaluated on and the job, improving the candidate experience.

Before offering employment letter, POWERtrac should check medical report of the finally selected candidates by the medical institutions which have corporate agreement with POWERtrac group. It can help to protect the other employees from different health related diseases.

There should have initiative in the organization for continuous improvement of process. A continual improvement process, also often called a continuous improvement process is an ongoing effort to improve products, services, or processes. These efforts can seek "incremental" improvement over time or "breakthrough" improvement all at once.

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