

**Internship Report on  
Human Resource Activities and Policies at GAO Tek Inc.**



**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: 4 May, 2023

Jahangir Alom

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Department of Business and Technology Management

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### **Subject: Submission of Internship Report**

Sir,

I am submitting the internship report titled "Human Resource Activities and Policies at GAO Tek Inc.." as part of the internship program. Working directly under your direction was a huge personal achievement for me. The report that follows is my best effort to depict the current situation of our firm and to reflect on my personal observations while working for the organization. Working at Gao Group, has opened up a world of opportunities for learning about the company's field Human Resource operations and personal development. It was an honor to work there and meet the deadlines set by you. I will be available for any explanation. If required. I would be grateful if you could accept my report and offer me with any expert advice or feedback you may have. If you think my study is useful or beneficial in any manner, it will be a huge success for me.

Sincerely Yours,

Md Shahaduzzaman

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## **ACKNOWLEDGEMENT**

I would like to use this occasion to express my heartfelt gratitude and respect for my faculty supervisor, Jahangir Alom, Lecturer, Department of Business and Technology Management, Islamic University of Technology. The blessings, support, and knowledge that she has given us on occasion will lead us a long way along the road of life that I am about to go on. I owe him a debt of gratitude because he has put forth his entire effort into driving the team toward the goal, and she has taken a keen interest in my research report and has guided me throughout the process, till I have accomplished my job by providing all of the essential material.

I had the active assistance of my company supervisor, Serena T.O, Team leader ,Hr at Gao Group while I was putting up the report. I'd like to express my heartfelt gratitude to her for her collaboration, regular practical learning and mentoring, and support throughout my internship. She provided me with knowledge and resources at every stage throughout my internship program. During my internship, I worked with Sarika Saba as my respected superior, and she assisted me with all of my duties and responsibilities. She deserves my heartfelt thanks for her aid in learning the company culture, work routine and overall preparation of the report.

I would also like to express my gratitude to colleagues from many positions, including Tecca (Executive, Business Development), Max Richard (Sr. Executive, Finance). Their enthusiastic engagement in all of my concerns and queries throughout my internship attachment has contributed to the overall success of my experience.

## EXECUTIVE SUMMARY

The report primarily focuses on the new project of Gao Group, which was proposed by the CEO of GaoTek. GaoTek started their journey in 1992. Now they have become one of the largest conglomerates in this industry. Their success can be seen if we look at some of the mega projects in the USA and Canada. This executive summary provides an overview of the HR internship report completed at GaoTek. The internship's goal was to contribute to the enhancement of HR strategy and procedures while also gaining practical experience and insight into the company's human resources practices.

The internship goals, which included assessing the efficacy of recruiting and selection methods, reviewing attempts to encourage employee engagement, evaluating performance management systems, and giving ideas for improvement, are listed at the beginning of the report.

Surveys, interviews, and data analysis were among the research methods employed throughout the internship. The application of these tactics improved understanding of employer perspectives and HR procedures. Key findings from the entry-level job include:

**Selection and recruiting:** GaoTek's recruiting and selection methods were determined to be successful and in accordance with the company's needs. Diversity and inclusion in recruiting methods, on the other hand, may be stressed more.

**Worker Commitment:** GaoTek displayed a significant commitment to employee involvement through a range of initiatives, including team-building events, training programs, and communication channels. The majority of employees indicated they were highly satisfied and involved in their careers.

**Performance Management:** It was observed that GaoTek's performance management system was well-established, with specified performance targets, frequent feedback, and performance evaluations. Nonetheless, crucial open doors for future representative turn of events and growth were identified. Based on these observations, the following recommendations for improving GaoTek's HR practices have been made:

**Increasing Inclusion and Diversity:** GaoTek can focus on creating ways to improve diversity and inclusion in the recruiting and selection procedures to create a more varied workforce.

**Persistent Worker Advancement:** The organization might look into extra training and development options to encourage staff to keep learning and enhance their careers.

**Improving Performance Feedback:** Encouraging managers and staff to have more regular and constructive talks about performance feedback can help to foster a culture of continuous growth and professional development.

Overall, the HR internship at GaoTek gave significant insights into the company's HR practices and recognized strengths and flaws. The recommendations are intended to promote worker satisfaction, dedication, and execution inside the organization.

**Internship Report on  
Human Resource Activities and Policies at GAO Tek Inc.**



**Tek Inc.**  
A Member of GAO Group



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# **Chapter 1: Introduction**

## **1.1. Background of the Report**

Excellence in knowledge and learning is created through the fusion of theory and practice. Through the application of academic knowledge, practical knowledge is enhanced. Since everyone engaged, including the academic institution and the industry, has profited greatly from the program known as "Internship," the main goal of internship is to educate students and prepare them for the realities of the corporate world. I finished writing this paper under the close supervision of Lecturer Jahangir Alom, Sir, as a requirement for the Bachelor of Business Administration in Technology Management.

## **1.2. Origin of the Study**

For my BBA in TM internship program to be completed, I need to submit this report. Being an intern in the human resources division of this company for the preceding three months allowed me to use all of the most recent information. During the course of my job, I was responsible for gathering data and maintaining a log of activities related to the whole human resource management process of the organization. I was offered the option of keeping track of the events related to this importation procedure research. As I finished my report, my supervisor, Serena T.O., gave me advice and support.

## **1.3. Specific Objective**

- ✓ To learn more about Gao Group. and Procurement Process
- ✓ To be aware of the present mission, vision, goals, and objectives of the organization
- ✓ To have a thorough understanding of tendering method

## **1.4. Methodology**

A strict method is followed throughout the investigation, starting with the information gathering phase and ending with the presenting of the results. In this report, which I wrote after my internship at Gao Group, I discussed my experience. I did descriptive research and used my practical experience throughout the course of a three-month period.

**Primary Source:** Multiple conversations with officials of different Gao Tek departments served as the primary source. I also acquired the essential knowledge while executing my tasks.

**Secondary source:** Information has been obtained and collected from the Internet and the Gao Group website in addition to original sources.

## **1.5. Limitations**

- Gathering initial information is frequently a demanding undertaking, and confirming the accuracy of the data is much more complex.
- Given that the business development department handles so many sensitive papers from government agencies, managers are reluctant to share company secrets with interns.
- The entire procurement procedure is challenging to understand given the short time frame available.
- A challenging task is continually trying to get the most accurate picture.

## **Chapter 2: Company Overview**

## 2.1 Brief History

GAO Tek Inc., an auxiliary of GAO Gathering, is a notable worldwide supplier of implanted improvement devices, telecom analyzers, electronic estimation instruments, video reconnaissance and caution frameworks, and other electronic items to experts in the hardware business around the world. GAO Gathering, laid out in Toronto, Canada, has serious areas of strength for and in various nations, with showcasing, deals, client support, creation, and exploration and improvement offices primarily arranged in Canada, the US, Europe, and China.

On June 2, 1992, GAO Gathering's most memorable part firm, GAO Exploration Inc., was established. GAO Exploration before long set up a good foundation for itself as a power in implanted industry innovative work.

GAO Gathering has grown steadily over the years, becoming a conglomeration of rapidly expanding enterprises with a large worldwide client base. It has also established a large network of important value added affiliates, merchants, affiliates, and key partners in many industries all over the world.

To provide exceptional administrations to its global client base, GAO Gathering has implemented cutting-edge advancements across its offices, supporting capacities such as internet business, stock administration, client relationship executives (CRM), project the board, and store network the board.

### **Several compounds are used in the GAO Gathering:**

GAO Tek Inc. ([www.GAOTek.com](http://www.GAOTek.com)) is a major global provider of implanted development devices, media transmission analyzers, electronic estimation instruments, video observation and caution frameworks, and other electronic things for electronic experts worldwide.

GAO RFID Inc. ([www.GAORFID.com](http://www.GAORFID.com)) is one of the world's most enticing RFID item suppliers, providing RFID labels, perusers, programming, and coordinated solutions for many vertical industry industries. The GAO RFID places a strong emphasis on item quality.

GAO Exploration Inc. ([www.GAOResearch.com](http://www.GAOResearch.com)) is a globally recognized provider of cutting-edge implanted correspondence programming.

GAO RFID Inc., based in Toronto, Canada, and with offices in both Canada and the United States, has a solid reputation as a major supplier of RFID equipment. The company has worked with RFID labels, readers, programming, and coordinated solutions for a variety of projects. GAO RFID stands out for its dedication to product quality and service. It follows a rigid cycle, employs high-level quality assurance procedures, has qualified personnel, and uses best-in-class testing equipment. GAO RFID provides

bespoke solutions in imaginative, cost-effective, and competent methods, in addition to supplying great conventional off-the-shelf RFID products. With a widely experienced team of professional engineers on standby, the company can quickly design solutions suited to meet exceptional consumer needs. GAO RFID guarantees that its solutions provide value, resourcefulness, quality, and customer loyalty, from one-time changes to changing over and beautifying plans and, surprisingly, full framework plans. The organization's efforts range from large-scale stopping structures to cross-country arrangements of adjusted-balance perusers.

GAO RFID has established itself as an industry leader, drawing a fast rising customer base and fashioning enterprises worldwide. Its extensive product line has been extensively embraced, firmly cementing its position in the RFID business.  
history.

## 2.2 Vision

Gao Tek Organization's aim is to be an internationally known innovator in innovative solutions, recognized for our cutting-edge inventions, unparalleled product execution, and great client service. We aspire to set new industry standards and transform how innovation is used in a variety of industries.

## 2.3 Mission

Our fundamental aim at Gao Tek Organization is to deliver innovative and trustworthy mechanical solutions for our clients, allowing them to realize their goals and stay ahead in the fast-paced world of innovation. We are dedicated to providing outstanding goods and services that meet and exceed client expectations.

**Development:** We endeavor to be on the cutting edge of mechanical improvements, continuously exploring novel and imaginative solutions to satisfy our clients' changing demands. We build a culture of inspiration and cooperation by creating an atmosphere in which creative ideas are welcomed and promoted.

**Unwavering quality:** We understand the importance of offering dependable goods and services to our customers. Our commitment to quality guarantees that our solutions are constructed to endure modern-day demands, delivering a long-lasting aesthetic and consistency.

**Client Focus:** Our clients are at the center of all we do. We focus on recognizing their individual requirements and issues, then developing our solutions to meet those needs. We prioritize areas of strength for long-term customer relationships built on trust, honesty, and open communication.

**Honesty:** We uphold the greatest levels of integrity in all parts of our business. We are devoted to carrying out our responsibilities morally and treating our employees, clients, and colleagues with dignity and respect. Our activities are governed by a strong sense of corporate social responsibility, as well as trustworthiness and accountability.

## 2.4 Products And Departments

A company by the name of GAO Tek provides a wide range of goods and services to many industries. Even though I don't have access to continuous data regarding GAO Tek's most recent contributions after my information cutoff in September 2021, here are a few typical things that GAO Tek has been renowned for:

GAO Tek offers a variety of test and estimating tools, including oscilloscopes, range analyzers, signal generators, power meters, network analyzers, and information lumberjacks. These tools are used in industries including broadcast communications, electronics, manufacturing, and creative work.

Security and observation frameworks are provided by GAO Tek and include IP cameras, CCTV systems, access control systems, and video board programming. These goods provide reconnaissance, watching, and access control capabilities while taking special care of the requirements of private, professional, and modern environments.

**Fiber Optic Hardware:** GAO Tek sells fiber optic phones, converters, connections, testing, and estimated equipment. These products are used in broadcast communications, server farms, and other applications that call for a fast and reliable fiber optic network.

**Hardware for media communications:** Broadcast communications equipment is available from GAO Tek in a variety of forms, including telecom analyzers, network analyzers, and fiber optic devices. The broadcast communications sector is encouraged by these elements to organize groups, provide support, and do research.

**Web of Things (IoT) Arrangements:** GAO Tek offers IoT arrangements, including IoT sensors, doors, and cloud platforms. The availability, information gathering, and board for many IoT applications in fields like smart homes, farming, healthcare, and contemporary robotization are all made possible by these products.



Note that over time, GAO Tek's item contributions may develop and alter, if it's not too much difficulty. Visit GAO Tek's official website or get in touch with them directly for the most up-to-date and comprehensive information on their products.

The GAO Tek Organization is divided into different departments that oversee various responsibilities within the organization. Here are some of the key divisions that are frequently tracked in GAO Tek:

**The Office of Innovative Work** (Research and Development) focuses on advancement, product enhancement, and working on present goods. This section conducts research, creates new items, and puts prototypes through testing. They work closely with professionals and experts to foster cutting-edge innovation and keep one step ahead of the competition.

**Division of Sales and Marketing:** The Division of Sales and Marketing is in charge of improving and selling GAO Tek's goods and services. They publicize procedures, identify target audiences, create leads, and close deals. This division also handles statistical research to better understand customer requirements and preferences, and it collaborates with other departments to promote new goods.

The Creation and Assembling Division is in charge of creating and assembling GAO Tek's goods. They guarantee that assembly activities run smoothly, maintain inventories, and adhere to quality control requirements. This division works closely with the Research and Development office to guarantee that things go smoothly from concept to creation.

**Client Assistance and Administration Division:** The Client Care and Administration Division focuses on assisting clients and resolving concerns. They answer client requests, provide specialist assistance, and deal with item-related issues. This sector is critical to ensuring customer loyalty and developing long-term relationships with customers.

**The Store Network and Operations** section is in charge of the purchase of raw materials, stock management, and distribution of GAO Tek's products. They communicate with providers, establish contracts, and manage transportation and strategy activities. This section seeks to improve the inventory network process, reduce costs, and ensure prompt delivery to clients.

**Money and Bookkeeping Office:** The Money and Bookkeeping Division is in charge of GAO Tek's monetary management, planning, and disclosure. They manage creditor liabilities and receivables, check revenue, design budget reports, and maintain charge consistency. This section plays a critical role in ensuring financial stability and providing accurate financial data for navigation.

**HR (HR) Division:** The HR division is in charge of enrolling, planning, representing events, and maintaining a pleasant workplace. They supervise representative benefits, manage execution evaluations, and ensure compliance with work norms and guidelines. This office has a critical role in attracting and retaining talent as well as fostering a useful and well-disciplined workforce.

**The IT and Specialist Help Office** manages GAO Tek's data innovation foundation and provides specialist assistance to representatives. They are in charge of network structure, programming and equipment backup, internet security, and information management. This section ensures that IT operations run smoothly and assists representatives with their innovative requirements.

These are some of the primary divisions that GAO Tek tracks on a regular basis. The design and organization of divisions may vary depending on the specific requirements and size of the company.

## **2.5 Marketing Strategy**

GAOTek Inc. is a prominent US-based supplier of test and measurement equipment for fiber optic, telecommunications, networks, PSTN, CATV, environment, chemical, and bio-medical test and measurement devices. Gao Tek's marketing approach is detailed below:

**Statistical sampling:** GAO Tek most likely conducts statistical surveys to gain insights into their target market, industry trends, customer requirements, and competitor evaluation. This analysis supports them in identifying valuable open doors and reaching educated decisions concerning their advertising strategy.

GAO Tek's target market is likely divided into multiple models, such as industry, geographic area, organization size, or explicit customer wants. This division enables them to tailor their promotional messages and procedures to certain client groups.

**Encouragement:** GAO Tek supports a clear offer that communicates to customers the intriguing benefits and value of their products or solutions. This sets them apart from rivals and provides customers with a strong argument to choose their products.

**Marking and Situating:** GAO Tek's main focus presumably is around developing significant areas of strength for a picture and establishing themselves as a reliable, innovative, and customer-focused firm in their sector. To establish a favorable brand perception, they could highlight their expertise, high-quality products, new developments, and customer service.

**Promoting communication Channels:** To reach their target audience, GAO Tek undoubtedly uses a variety of showcasing communication channels. This might include digital marketing strategies including website optimization, web crawler marketing (SEM), website streamlining (Search engine optimization), virtual entertainment marketing, email marketing, content marketing, and online advertising. They may also take part in unconnected marketing activities like industry gatherings, job fairs, and print advertising.

**Customer Relationships The top managers:** The main focus of GAO Tek presumably is in creating and maintaining significant areas of strength for its clientele. This includes providing exceptional customer service, providing expert assistance, and taking part in current deal correspondence to ensure customer loyalty and devotion.

**Implementation Estimation:** To gauge the effectiveness of their marketing initiatives, GAO Tek likely establishes key performance indicators (KPIs). These KPIs may include data on site traffic, lead age, change rates, client acquisition costs, client maintenance, and generally how well agreements are executed.

It's important to keep in mind that displaying strategies might change according to the specific goals, target market, sector, and serious scene of the firm. I advise referring to GAO Tek's official website, public statements, or directly contacting their marketing department for the most accurate and up-to-date information about their advertising procedure.

## 2.6 Marketing Mix



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Fig 1: Marketing Mix

The marketing mix, commonly known as the four Ps of marketing, is the collection of components that a business uses to sell and promote its products or services. The components of the showcase mix are outlined below along with an example of how GaoTek can use them:

**Product:** As was before said, GaoTek offers a range of goods and services to many industries. Their item approach usually entails generating and improving their offerings in order to handle customer concerns and maintain a serious search. This encompasses ideas like item inclusions, quality, options for personalization, and advancement.

**Price:** In light of factors including production costs, competition, market interest, and saw value, GaoTek chooses the assessing methodology for its products. They could provide numerous pricing tiers or

alternatives to cater to the demands of different client segments and those who are price sensitive. To ensure efficiency and keep clients interested, estimating options must be made immediately.

**Place:** GaoTek's distribution strategy is to make their products accessible to the target market. They may combine direct sales, distributor partnerships, and internet sales channels to reach clients in an efficient manner. Making sure that their items are accessible in the right places and channels is the goal in order to satisfy client demand.

charges competitive rates for its services while also reflecting the value of the knowledge and quality it provides. Pricing techniques may differ depending on the project's kind and scope. Depending on the demands of the client, the corporation could use fixed-price contracts or cost-plus contracts.

**Promotion:** To increase awareness, arouse interest, and encourage potential consumers to choose their products, GaoTek uses a number of promotional tactics. Examples of this include digital marketing, content marketing, advertising, public relations, sales promotions, and involvement in industry events. GaoTek undoubtedly employs a mix of online and offline methods to contact their target demographic and communicate the value of their products.

## 2.7 SWOT Analysis



Fig 2: SWOT Analysis of Gao Tek

### Strengths:

- **Product Offering:** With a broad range of high-quality electronic devices and machinery, GAO Tek serves a variety of sectors and industries.
- **Innovation:** To keep one step ahead of the competition, the firm continually invests in R&D. It is renowned for its creative solutions.
- **Strong Brand Reputation:** GAO Tek has built areas of strength for a standing over the long term, recognized for steadfast quality, durability, and client loyalty.
- **Due to its wide-ranging network of distributors and clients in numerous countries,** the company has a considerable global presence.

- Cost-effective Options: Customers get a good deal from GAO Tek thanks to its competitive pricing.

**Weakness:**

- Market share is modest: Despite GAO Tek's global reach, its market share is constrained in several sectors and geographical areas because of fierce rivalry from well-established competitors.
- Use of Suppliers: GAO Tek is helpless against disruptions to store networks or price adjustments since it relies on outside suppliers for essential components and supplies.
- Restricted Advertising and Marketing: Compared to some of its competitors, the company makes very less effort to build its brand and market itself, which may make it challenging for it to grow its clientele.
- Customer service at GAO Tek may need to be improved because some clients have complained about response times that were too long and problems receiving post-sale assistance.

**Opportunities:**

- Emerging Markets: GAO Tek can look into prospective openings in industries that are still in the early stages of development but are seeing a rapid increase in demand for electronic goods and equipment.
- Technology Advancements: GAO Tek may take use of chances provided by technology developments to develop innovative products that respond to changing consumer requirements.
- Organizations of Importance: By working with strategic partners like technology businesses or industry leaders, the company may expand its product offerings and access new markets.
- Extension of online business: GAO Tek can invest in increasing its internet visibility to make it easier for clients all around the world to obtain its products.

**Threats:**

- Competition is fierce: The market for electronic goods is quite competitive, with both established businesses and fresh entrants. There is a chance that GAO Tek will be outperformed by competitors.
- Aspects of money: Global economic variables like recessions and exchange rate fluctuations can have an impact on consumer purchasing power and the demand for electrical products as a whole.

- **Fast Mechanical Changes:** To avoid becoming obsolete or losing its market relevance, GAO Tek must keep up with the industry's quick technical improvements.
- **Disruptions to the store network:** Natural catastrophes, trade conflicts, and political unrest may all hinder GAO Tek's ability to deliver goods on schedule.

## 2.8 Porter's Five Forces

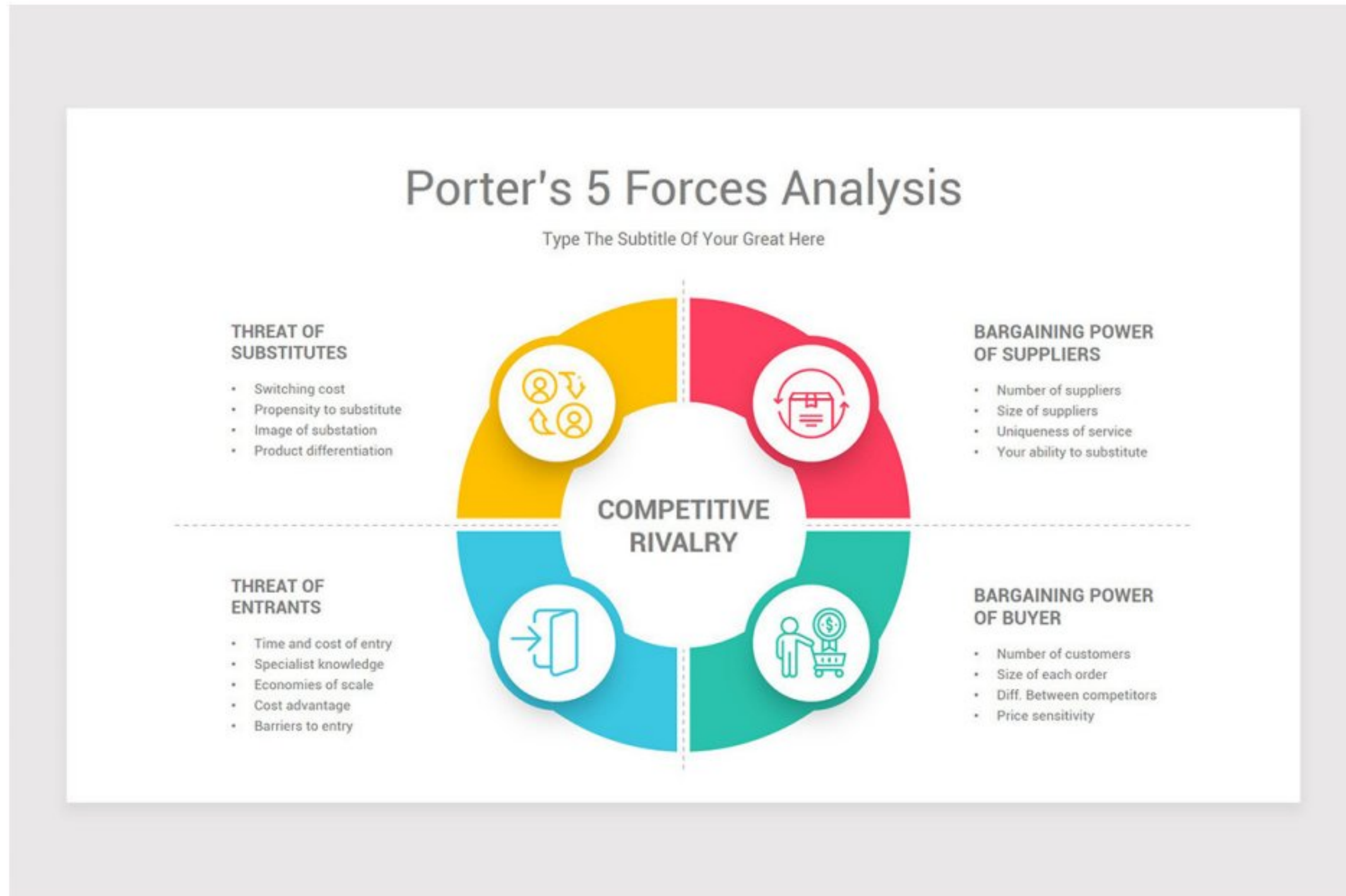


Fig 3: Porter's Five Forces

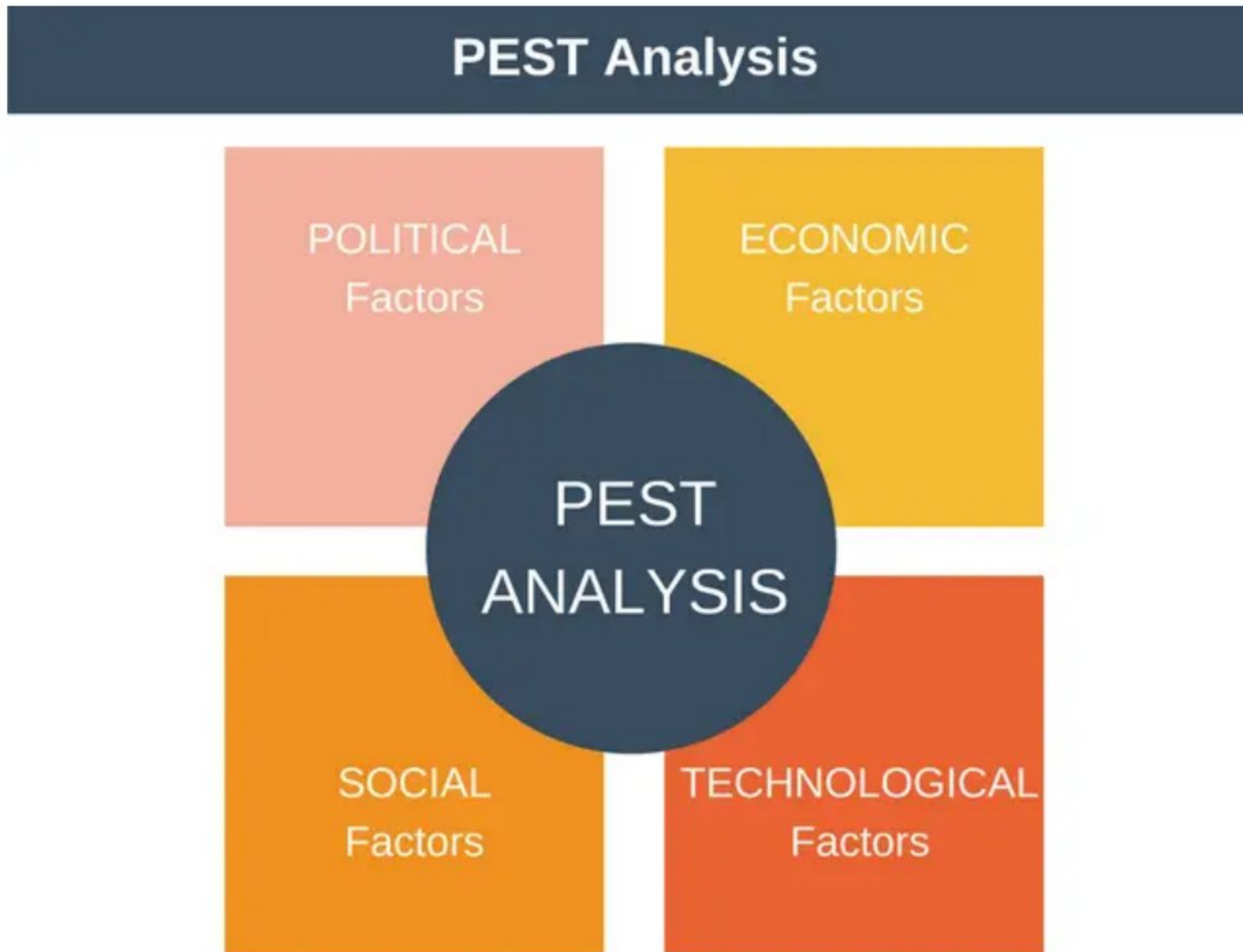
1. **Threat of New Entrants:** This strength examines the barriers to entry for new companies in the industry. Because of factors including established brand recognition, ongoing customer relationships, technical proficiency, and significant desire in new work, GAO Tek Gathering may have moderate to high obstacles. Nevertheless, the exact risk depends on the industry GAO Tek Gathering operates in and the level of obstacles in that particular field.
2. **Bargaining Power of Suppliers:** This authority examines how providers' influence on the price, terms, and kind of data sources. To reduce the risks associated with relying on a single source,



GAO Tek Gathering may establish relationships with other suppliers. Their negotiating position may change depending on factors including the availability of optional providers, the novelty of the supplied components, and the overall gravity of the provider market.

3. **Bargaining Power of Buyers:** The influence of clients on estimating and terms is taken into account by this power. The purchasing power of GAO Tek Gathering may vary depending on factors such the number and concentration of their clientele, the availability of alternative plans, and the importance of GAO Tek's products to their customers' daily activities. By specializing in relationship-building, providing unique goods or services, and providing outstanding customer service, GAO Tek Gathering may be able to control the purchasing power of its customers.
4. **Threat of Substitutes:** The likelihood that customers may switch to optional agreements is evaluated by this power. Depending on the industry they operate in and the availability of alternatives, GAO Tek Gathering may experience varying levels of risk. The threat of replacements can be increased by technical developments, shifts in customer preferences, and emerging serious options. This risk can be reduced by GAO Tek Gathering's ability to provide extraordinary value, cutting-edge technology, or specialized knowledge.
5. **Intensity of Competitive Rivalry:** This force assesses how intense internal competition is. Both established groups and new competitors might challenge GAO Tek Gathering. The intensity of competition depends on elements including market fixation, rivalry between competitors, valuing schemes, product quality, and the business's overall rate of development. For GAO Tek Gathering to succeed in a competitive arena, they may need to constantly develop, differentiate their contributions, and maintain their areas of strength.

## 2.9 PEST Analysis



PEST analysis is a strategic technique for analyzing external macro environmental elements that can have an impact on a company's operations and performance. Based on information accessible on their website, below is a PEST analysis of Gao Group:

### **Political Factors:**

This variable considers how political factors may affect the relationship. Political stability, trade policies, taxation policies, and legal frameworks are all governed by the government. Political factors may have an impact on GAO Tek Gathering's tasks, import/send out policies, licensed innovation security, and compliance with industry-explicit policies.

### **Economic Factors:**

This component examines the economic circumstances and developments that can have an impact on the organization. It takes into account elements like economic growth, trade rates, expansion rates, borrowing costs, and employment levels. The operations of GAO Tek Group may be impacted by economic

variables such as consumer purchasing power, company investment, and general market demand for their products.

**Social Factors:**

This element examines how society and culture have an impact on the organization. Included are demographic trends, cultural norms, consumer attitudes, lifestyle changes, and societal ideals. GAO Tek Group must take social variables into consideration in order to understand client preferences, market trends, and the societal acceptability of their goods or solutions.

**Technological Factors:**

This section examines the mechanical advancements and advances that may have an impact on the association. It covers digitization, intellectual property rights, automation, and activities related to research and development. Because technology drives their industry, GAO Tek Group's product development, competitiveness, and market potential may all be impacted by technical variables.

Overall ,It is critical to remember that the particular elements and their consequences may vary based on the market and industry in which GAO Tek Group works. A full PEST study would require up-to-date knowledge of the external environment as well as a detailed understanding of the industry and market position that GAO Tek Group specifically occupies.

I recommend consulting recent industry publications, statistical surveying, and official statements from GAO Tek Gathering itself for the most accurate and thorough analysis of the company's ebb and flow business environment.

## **Chapter 3: Industry Analysis**

### 3.1 Industry Size and Growth Trends

It is crucial to remember that GAO Tek works in a range of industries, including security, technology, telecommunications, measuring equipment, and others. The sizes and development patterns of these enterprises might vary greatly.

**The Technology Sector :** The innovation industry is renowned for its rapid expansion and improvement in the technological sector. Among other things, it encompasses the domains of hardware, software, electronics, and telecommunications. Long-term advances in computerized change, artificial intelligence, the Web of Things (IoT), and distributed computing have propelled significant growth in the innovation sector. The sector is growing as a result of consumer demand, technological improvements, and commercial expenditures in technology infrastructure.

**Sector of Telecommunications:** Voice, data, and internet services link individuals and companies in significant ways owing to the telecommunications sector. Its growth has been considerably aided by the increase in demand for mobile devices, internet access, and communication services. The company is expanding as a result of the establishment of 5G organizations, the expansion of broadband services, and the blending of broadcast communications with other initiatives like the Internet of Things and intelligent urban communities.

**Security Sector:** Physical security, cybersecurity, video surveillance, access control, and threat detection are all parts of the security sector. The industry's growth has been spurred by worries about safety, security lapses, and the need for cutting-edge security solutions. Growth is being fueled by legislative obligations, a rising awareness of security threats, and technical developments in security systems.

**Measurement equipment industry:** The measurement hardware industry provides tools and equipment for testing, inspecting, and estimating various limits in a variety of fields including electronics, broadcast communications, medical care, and assembly. Mechanical advances, rising demands for quality control, creative work practices, and the need for precise predictions in many applications are some of the factors that influence how the firm develops.

It is crucial to do current market research and review industry publications in order to obtain precise and detailed information about the scope and growth patterns of the industries in which GAO Tek works. By doing so, the continuing business sector aspects will be better understood, and GAO Tek may be given opportunities.

### **3.2 Maturity of the industry**

The maturity of an industry refers to the phase of its life cycle during which it has attained a stable and established condition. Market saturation may happen, growth rates tend to slow down, and competition increases in established businesses. It is crucial to bear in mind, too, that various segments of a sector could be at varying phases of development.

For instance, rapid development and ongoing advancement are characteristics of the innovation industry as a whole. Although certain parts of the innovation industry could be considered to have been established, others might still be in the research and development or early stages. In essence, with the implementation of new breakthroughs like 5G and the expansion of broadband services, the media communications business has seen vital development and progress over the long term. Others may still be in the development stage even if other segments of the broadcast communications sector may be considered fully developed.

However, as they offer vital products and services that are in great demand, the markets for security and measurement equipment may be more established and mature. To determine the specific development levels inside the businesses that GAO Tek works with, it means a lot to conduct forward-thinking study and make reference to industry studies. This will improve understanding of the current circumstances and serious scenarios in those firms.

### **3.3 External Economic Factors and their effect on the industry**

Several external economic factors can have an impact on GaoTek . These are the components:

**Monetary Development:** The state of the economy as a whole has a direct bearing on the performance of the sector. When the economy is booming, businesses frequently invest more money on technology, telecommunications, security, and measurement equipment, which boosts demand for GAO Tek's goods.

On the other side, during financial crises, businesses may scale down their initiatives, which would result in a decline in demand.

**Spending by Customers:** Consumer spending examples and purchasing power influence interest in the goods and arrangements that GAO Tek presents. When consumers have more money to spend and feel confident about the state of the economy, they are more inclined to buy things connected to technology, telecommunications, and security. The development of the business may be impacted by shifts in customer behavior brought on by financial factors.

**Rates of exchange:** Changes in the currency rate may have an impact on GAO Tek's global business operations. If a company works in numerous countries or depends on importing and exporting goods, changes in exchange rates may have an effect on the production costs, pricing, profitability, and competitiveness of the company in different markets.

**Costs of financing:** Interest rates have an impact on how much money individuals and businesses have to borrow. Increased borrowing rates for businesses might lead to a decline in interest in technology and equipment. This could have some effect on how much people want GAO Tek's products. As opposed to this, the sector can gain from lower interest rates by promoting consumer spending and company investment.

**Exchange Strategies and Taxes:** Tariffs and changes to trade rules might have an effect on GAO Tek's worldwide supply network, cost structure, and market access. Trade barriers can have an influence on the import and export of goods and parts, which may reduce market possibilities or increase prices. Global economic alliances and agreements can provide opportunities or present challenges for GAO Tek's work in a variety of fields.

The individual industry, target markets, and product lines of GAO Tek may have varied effects on various external economic conditions, and this is an important consideration. Additionally, several factors, including administrative adjustments, inventive headways, and industry-explicit trends, might also influence GAO Tek's presentation. I advise referring to recent industry reports, financial gauges, and conducting statistical surveying inside the key regions for a more accurate and modern analysis of the specific effects of external financial factors on GAO Tek and its industry.

### 3.4 Technological Factors

The work and seriousness of firms like GAO Tek heavily rely on mechanical components. These components cover the advancements, advances, and innovation trends that may have an effect on the industry and the business models used by GAO Tek. Here are a few significant novel aspects that might affect GAO Tek:

**Work that is innovative (Research and development):** GAO Tek must invest in R&D in order to be on the cutting edge of innovation and maintain its competitive edge. GAO Tek is able to satisfy evolving customer needs and industry demands by continually developing new products, improving old ones, and looking into innovative arrangements.

**Computerized Change:** The computerization of businesses and organizations has a big impact on GAO Tek. The products, services, and operational productivity of GAO Tek may be improved by embracing cutting-edge technology such as distributed computing, huge information analysis, Web of Things (IoT), and artificial intelligence. As well as opening up new business opportunities, it enables GAO Tek to provide its clients with sophisticated solutions.

**Innovative Interruptions:** Innovative interruptions may transform businesses and create opportunities as well as challenges for companies like GAO Tek. GAO Tek is able to adapt to rapid changes and provide cutting-edge solutions for clients by being abreast of emerging breakthroughs including 5G, edge processing, mechanical technology, and robotization.

**Security for licensed innovation (IP):** To secure their innovations, products, and advantages, innovation companies like GAO Tek heavily rely on their protected intellectual rights. To prevent unauthorized use of or mimicry of its innovations and maintain market leadership, GAO Tek must vigorously defend licenses, brand names, copyrights, and unique advantages.

**Innovative Foundation:** GAO Tek relies on a robust mechanical framework, which includes equipment, programming, organizations, and correspondence frameworks, to carry out its activities and contribute its products. Investing in an adaptive and sturdy basis ensures reliable network, comprehensive information, and skilled delivery of goods and services.



**Industry standards and rules:** For GAO Tek, adherence to industry standards and rules related to innovation is essential. Following particular requirements ensures that GAO Tek's products are comparable, interoperable, and of high quality. Additionally, adhering to information security and insurance policies is essential to maintaining client confidence.

GAO Tek may effectively address these novel aspects and establish itself as a pioneer in its market by staying up to date on mechanical headways, investing in Research and development, and using emerging advancements. It enables them to provide creative solutions, exceed customer expectations, and adapt to the evolving mechanical landscape.

### **3.5 Regulatory, Political and Legal Concerns**

Political, judicial, and regulatory challenges may have a big influence on businesses like GAO Tek Group. These elements have an impact on the company's interactions with governments, legal concerns, and legal compliance. The regulatory environment in which the corporation does business is also impacted. The following significant legal, political, and regulatory problems might affect GAO Tek Group:

**Compliance with Laws and Rules:** GAO Tek Group is required to follow a number of laws and rules that are relevant to the industry. Product safety, intellectual property rights, environmental protection, labor laws, import/export legislation, and other restrictions could be covered. Noncompliance may result in financial penalties, loss to one's reputation, and interruptions of business activities.

**Government policies and political stability:** Changes in political stability, government rules, and policies may impact GAO Tek Group's commercial operations. Government initiatives related to trade, tax collection, speculating motivations, and industry-specific norms can either open doors or provide challenges for the firm. Political insecurity, leadership upheavals, and alterations in government goals may all have an impact on the economic climate.

**Licensed innovation assurance:** GAO Tek Group relies largely on intellectual property (IP) rights to protect its technical inventions, trademarks, copyrights, and trade secrets. Protecting GAO Tek Group's competitive edge and preventing unlawful use or infringement necessitates robust IP protection through patents, trademarks, and copyrights.

**Data privacy and protection:** GAO Tek Group may collect and process sensitive consumer data, mandating adherence to data privacy and protection rules including the California Consumer Privacy Act (CCPA) in the United States and the General Data Protection Regulation (GDPR) in the European Union. Adhering to these rules is necessary to protect consumer privacy, keep trust, and stay out of trouble with the law.

**Global Exchange and Levies:** Trade agreements, tariffs, and rules may have an impact on GAO Tek Group's worldwide business activities. Trade rules that are changed, tariffs that are imposed, or trade disputes may all have an impact on the supply chain, pricing, market access, and profitability of the firm. The success of GAO Tek Gathering in global business sectors depends on paying attention to and reacting to global exchange factors.

**Rules governing antitrust and competition:** GAO Tek Group must abide by anti-trust and competition laws in order to maintain free and open markets and to stop anti-competitive behavior. Avoiding actions like price fixing, engaging in monopolistic activity, or abusing dominating market positions are part of this. These actions might have negative legal consequences and damage the company's reputation.

In order to address these political, regulatory, and legal issues, GAO Tek Group should set up strong compliance programs, carefully watch changes in laws and regulations, interact with business associations, and work with legal counsel to ensure compliance with legal and regulatory requirements in the nations and regions where they operate. GAO Tek Gathering may reduce risks, maintain significant areas of strength for a job, and engage in collaboration by proactively addressing these concerns.

### **3.6 Competitive environment and changes**

The competitive landscape in Global infrastructure sector is constantly evolving as new enterprises enter the market and existing ones expand their operations. Some of the primary factors influencing the competitive environment are as follows:

**Contenders:** GAO Tek Gathering operates in industries that are often characterized by intense competition. Other domestic and international firms that provide equivalent products and services may be competitors. These challenges may change depending on the specific business fields in which GAO Tek operates, such as innovation, media communications, security, and estimating hardware.

**Mechanical Advances:** Rapid mechanical advancements might motivate new entrants into the market or existing entrants to provide innovative products and services. GAO Tek Gathering must stay organized and relentless in order to maintain its competitive position and meet evolving customer demands.

**Market Union:** Because of consolidations, acquisitions, or critical collisions inside the industry, the serious scenario may alter. Consolidation may prompt larger competitors with greater assets and a larger share of the total industry. To remain serious, GAO Tek Gathering must monitor such developments and alter its procedures accordingly.

**Estimating Systems and Cost Seriousness:** In today's competitive environment, estimating systems and cost seriousness are key elements. To remain appealing to clients while ensuring advantage, GAO Tek Gathering must change its estimations. Cost savings in assembly, production network executives, and duties can provide an advantage.

**Client relationships and Administration:** Creating and maintaining areas of strength for relationships, with exceptional client service, might distinguish GAO Tek Gathering from competitors. Offering some incentive-added administrations, rapid aid, and matching customer expectations may help retain existing clients and attract new ones.

**Worldwide Market Development:** GAO Tek Gathering may face competition in both domestic and worldwide commercial arenas. Entering international company sectors may bring both opportunities and challenges, since they may face established local competitors, administrative complexities, and societal differences. To investigate the competitive environment and anticipated changes, GAO Tek Gathering must consistently survey its market position, screen competitor activities, put resources into innovative work, separate its items and administrations, adjust to showcase patterns, and concentrate on conveying value to its clients.

It is vital to refer to the most recent industry publications, market research, and company-specific data to obtain precise and up-to-date insights regarding the serious situation and any new developments impacting GAO Tek Gathering.

## **Chapter 4: Breakdown of Activities**

## **4.1 Working Period**

The three-month internship at GaoTek Group is a full-time program. As a result, as an intern, I am obliged to work from 10 a.m. to 6 p.m. from Saturday to Thursday, and I am occasionally asked to work longer hours. This is for the benefit of proper learning.

## **4.2 The topics covered during internship**

The benefit of performing an internship at Gao Group is that interns receive the same degree of attention as permanent workers. So I feel that interning at Gao Group provided me fresh ideas and helped me comprehend the job. The following are the important topics:

- Selection and Recruitment
- Orientation and Onboarding
- Employee documentation and records
- Employee Communication and Engagement
- Development and Training
- Human Resources Policies and Procedures
- HR Data Analysis
- Benefits Administration
- Employee Interactions
- Legal and Compliance Issues

## **4.3 Selection and Recruitment**

Posting job positions, assessing candidates' applications, conducting preliminary interviews, and collaborating with hiring managers are all ways to help with the recruitment process. Finding prospects,

organizing interviews, and keeping track of applications are all instances of this.

**4.4 Orientation and onboarding:** Aiding new hires with the onboarding process, which may include producing orientation materials, planning orientation sessions, assisting with paperwork completion, and ensuring a seamless transfer for new workers.

**4.5 Employee documentation and records:** Aiding in the preservation of correct and current employee records such as personal information, employment contracts, enrollment in benefits, performance reviews, and disciplinary actions. Employees may be required to perform data input, file administration, and database maintenance.

**4.6 Worker Commitment and Correspondence:** Aiding in the development of measures that enhance staff engagement, including as team-building exercises, award programs, and employee surveys. Assisting with internal communication activities such as newsletter authoring, bulletin board upkeep, and announcement coordination for the whole organization.

**4.7 Education and Training:** Helping in the preparation of staff training programs and seminars. This includes scheduling training sessions, preparing training materials, working with trainers, and monitoring employee engagement.

**4.8 Human Resources processes:** Assisting in the development and maintenance of HR policies and processes to ensure compliance with employment requirements. Creating employee handbooks, updating HR papers, and alerting staff of policy changes are all instances of this.

**4.9 Benefits Administration:** Assisting with the development of representative benefit programs, such as health care coverage, retirement plans, and leave to the executives. Processing registration paperwork, responding to employee queries, and collaborating with benefit suppliers are all instances of this.

**4.10 HR Data Analysis:** Aiding in the creation of reports based on demographic information about workers, turnover, training effectiveness, and other HR indicators. Data compilation and analysis can be conducted using Excel spreadsheets or HRIS (Human Resources Information System) software.

**4.11 Employee relations:** Helping with employee queries, giving basic HR assistance, and participating in employee relations projects. This might involve guiding worker fulfillment studies, assisting with compromise, and supporting disciplinary processes.

**4.12 Legal and compliance issues:** Assisting in ensuring compliance with work rules, norms, and corporate practices. Supporting HR audits, aiding with the compilation of compliance reports, and doing employment law research are all instances of this’

It is critical to remember that precise roles and responsibilities may vary based on GAO Tek's unique requirements and the scope of your internship. Talk to your HR supervisor or team if you want to know exactly what you are expected to do as an HR intern at GAO Tek.

## **Chapter 5: Analysis of Duties**



The goal of this chapter is to examine the outcomes of my three-month internship program. The analysis will include three main areas: company level, market level, and professional level. In this chapter, I will look at these three components, with a focus on contrasting what I studied in my undergraduate degree with what I saw during my internship.

## **5.1 Company level Analysis**

It is critical to remember that leading a thorough organizational level inquiry necessitates access to current and explicit organizational data. To conduct an accurate research of GAO Tek, it is recommended to refer to the organization's financial records, public revelations, industry reports, news items, and other key wellsprings of data.

**1.Motivations for efficiency:** The motivations for proficiency within GAO Tek or any company can originate from a variety of factors that drive the organization to simplify its processes and achieve higher levels of efficiency. Here are a few essential motivations for proficiency that GAO Tek may have:

**Cost Savings:** Proficiency enhancements may result in expenditure reserve cash for GAO Tek. The company can reduce creation expenses by smoothing out procedures, disposing of trash, and advancing asset identification.

**Upper HAnd:** Productivity might give GAO Tek an advantage while looking for information. The firm may deliver goods and services more successfully and effectively than its competitors by strengthening its processes. Higher consumer loyalty, improved quality, shorter lead times, and better evaluation are all outcomes that can attract and keep customers.

**Customer loyalty:** By ensuring optimum delivery, timeliness, and exceptional products and services, effectiveness may increase customer loyalty. When GAO Tek is operating well, it can accurately meet customer demands, complete orders swiftly, and provide outstanding customer service. Recurring clientele and word-of-mouth recommendations from satisfied customers are inevitable for a firm.

**Asset Enhancement:** Competence enables GAO Tek to make the most of its available resources, including people, innovation, equipment, and materials. The business may increase efficiency, reduce waste, and increase yield by optimizing asset utilization. This enables GAO Tek to accomplish more with equal or less resources, resulting in increased competence and production.

**Versatility and Development:** Proficiency is essential for the development and versatility of GAO Tek. When an organization produces results, it is better able to handle increasing workloads, extend its operations, and expand into new market segments. Productivity ensures that GAO Tek may continue on its development path without sacrificing quality or incurring excessive costs.

**Advancement and Flexibility:** GAO Tek strives to be flexible and advance in order to respond to shifting economic conditions. By identifying and fixing problems, an organization may release resources for creative work, technological advancements, and the exploration of new economic opportunities. As a result, the association develops a culture of growth and skill.

**Representative Commitment and Resolve:** Employee commitment and confidence are directly impacted by workplace competence. Representatives may focus on important tasks, feel less discouraged by failures, and feel a sense of accomplishment at the point where cycles have been improved and smoothed out. Increased productivity, increased job satisfaction, and improved overall execution may result from this.

The goals of benefit, consumer loyalty, intensity, and maintainable development are generally intertwined with the motivations for productivity within GAO Tek. By always aiming for effectiveness, GAO Tek may enhance its operations, provide value to clients, and establish itself as a leader in its sector.

## **2. Impactful process management:**

Effective board engagement may significantly impact the general exhibition and result of GAO Tek. Impactful process management may help the company in the following ways:

**Increased Productivity:** The executives follow a procedure that entails analyzing and enhancing work processes, eliminating bottlenecks, and cutting waste. GAO Tek may increase efficiency, reduce time and resource waste, and further build competency by streamlining procedures. This may lead to cost reductions, shorter turnaround times, and higher levels of client satisfaction.

**Upgraded Quality:** The board's powerful cycle ensures that standard systems and quality control procedures are put in place. By keeping an eye on and constantly enhancing processes, GAO Tek is able to dependably provide its customers with high-quality goods and services. Because of this, the business gains a reputation for dependability, client satisfaction and brand loyalty.

**Better Resource Allocation:** The board gives GAO Tek the authority to divide up its resources, including its people, ideas, and supplies. By detecting inefficiencies and improving resource usage, the company can maximize its resources and cut down on waste. Effective planning and resource allocation are made feasible as a result, which increases efficiency and boosts output.

**Improved Communication and Collaboration:** A better understanding of roles, responsibilities, and processes is a component of process management, which improves communication and collaboration. This promotes improved collaboration and communication across team members and departments of GAO Tek. Inspiring cycle the executives ensures that information flows without a hitch, projects are supported, and everyone understands their role in achieving hierarchical goals.

**Flexibility and adaptability:** Process management enables GAO Tek to be more flexible and responsive in a dynamic business environment. By using flexible procedures, the company is able to react swiftly to changes in the market, client expectations, and emerging possibilities. This enables GAO Tek to maintain its competitiveness and seize and hold onto new business opportunities.

**Continuous Improvement:** Process management places a strong emphasis on the concept of ongoing improvement. GAO Tek is capable of routinely reviewing and analyzing its procedures, identifying areas for enhancement, and making changes to improve effectiveness and efficiency. This culture of continual development fosters creativity, problem-solving skills, and a commitment to provide consumers value.

**Employee empowerment and engagement:** Involving staff members in the management team's initiatives may foster a sense of pride, adherence, and fortification. Employees may be encouraged to provide ideas for improving processes, critique existing practices, and take part in problem-solving by GAO Tek. Innovation is promoted, employee morale is raised, and the organization experiences good transformation as a consequence.

By focusing on efficient process management, GAO Tek is able to streamline operations, raise customer satisfaction, reduce expenses, and promote long-term growth. It makes it possible for the business to maintain its competitiveness, adjust to changing market conditions, and satisfy its stakeholders.

**3.Data-driven managemen:** The act of utilizing information and research to enlighten navigation and drive authoritative execution is referred to as information-driven administration. Using an information-driven strategy has several advantages for GAO Tek:

**Informed Independent direction:** Information-driven administration enables GAO Tek to make decisions based on actual experiences rather than instinct or assumptions. The company may make better informed and evidence-based decisions by reviewing relevant information such as market trends, customer behavior, and functional measures.

**Execution Observing and Assessment:**GAO Tek may put out key execution pointers (KPIs) and measures to screen the presentation of several portions of the firm using information-driven

administration. By frequently monitoring and analyzing these statistics, the business can identify problem areas.

**Experiences of the Clients:** Information driven management enables GAO Tek to have a deeper understanding of its Clients. The company may identify customer demands, tailor showcasing efforts, and enhance the overall client experience by analyzing client data such as purchase examples, inclinations, and criticism. Better customer devotion and loyalty may result from this.

**Functional Effectiveness:** Information-driven management enables GAO Tek to identify gaps in its operations and take the necessary action to boost productivity. The company may improve asset design, smooth work procedures, and decrease costs by looking at functional data such as creation processes, production network execution, and stock levels.

**Prescient Examination:** Using data and advanced investigative techniques, GAO Tek may gather knowledge about potential threats, openings, and trends in the future. The firm may use predictive analysis to forecast market movements, determine demand, and make proactive, important decisions. As a result, GAO Tek is better able to stay in ahead of the opponent and act fast when an opportunity presents itself.

**Continuous Improvement:** Information-driven management fosters a culture of continuous improvement at GAO Tek. The business may identify areas for improvement and make adjustments to promote effectiveness, quality, and advancement by routinely examining information, separating examples, and directing key driver assessment. Continuous improvement and development are supported by this iterative process.

**Risk The CEOs:** GAO Tek can better detect and alleviate gamblers thanks to information-driven administration. By disaggregating data related to consistency, financial performance, and functional metrics, the business may proactively identify potential risks and take corrective actions to mitigate them. This helps to preserve the organization's reputation, financial stability, and compliance with regulations.

GAO Tek must invest in information collection, capacity, and investigation tools in order to carry out information-driven administration. Furthermore, building an information-driven culture and promoting

information education among representatives are crucial to ensuring that information is effectively leveraged to promote independent direction and execution improvement throughout the organization.

## 5.2 Market Level Analysis

A market analysis is a detailed examination of a market within a certain sector. There are several advantages to completing a market study, such as lowering risk for your company and better informing business choices. I attempted to provide a competitive analysis related to

My responsibilities in GaoTek's commercial section. Here, I examined the important insights of other market rivals.

**1. Prioritizing cost-effectiveness of the customers:** Focusing on cost-viability for customers is a critical practice that focuses on providing some value while reducing expenditures. GAO Tek can use a few strategies to focus on cost-effectiveness for its clients:

**Serious Estimating:** GAO Tek may give aggressive estimating for its goods or administrations, ensuring that clients get the finest value for their investment. This might comprise leading estimating examination to determine optimal valuing techniques that balance reasonableness with productivity.

**Consider Additional Administrations:** GAO Tek can provide additional forms of help or aspects that enhance the overall incentive for clients. This might include contribution maintenance agreements, expert support, planning initiatives, or customization options. By bundling these administrations, GAO Tek may differentiate itself from competitors and justify higher pricing points.

**Proficient Item Plan:** GAO Tek may concentrate on astute item planning and process optimization. This involves considering variables like material prices, manufacturing efficiency, and item lifetime costs. GAO Tek can deliver significant savings without sacrificing quality by pushing the cost-viability plan.

**Inventory network Improvement:** GAO Tek may collaborate closely with its suppliers and partners to improve the inventory network and lower expenses. This may incorporate preparing excellent assessing arrangements, executing on-time stock administration, or researching alternate acquiring alternatives. The board's effective inventory network can induce expense reserve money that can be distributed to clients.

**Volume restrictions and Unwavering Projects:** GAO Tek can give volume restrictions to clients that make larger purchases or build down long distance connections. Furthermore, taking out dependability projects can encourage repeat business and reward consumers for their previous assistance. These promotions may persuade clients to use GAO Tek because of its low pricing.

**Straightforward Estimating and Cost Breakdowns:** GAO Tek may provide clients with easy estimating and pricing breakdowns, demonstrating how the cost of an item is not fully fixed in stone. This candor builds trust and helps clients appreciate the value they are receiving for their money.

**Continuous Improvement:** GAO Tek can focus on continuous improvement initiatives to boost productivity and cost-effectiveness throughout its projects. This includes frequently reviewing procedures, identifying areas for improvement, and implementing cost-cutting initiatives. GAO Tek can provide more meaningful value to its clients by reducing internal costs.

GAO Tek should strike a balance between cost-effectiveness and productivity. GAO Tek can attract and retain customers by emphasizing cost-effectiveness in its products and operations.

## **2. Projects of renowned brands:**

GAO Tek is primarily a technology firm that provides a wide range of IoT, telecommunications, test and measurement, security, and other products and services. GAO Tek has its own endeavors and drives, but it hasn't traditionally advocated combined collaborations or activities with well-known businesses.

It is crucial to note, however, that GAO Tek works with a diverse set of clients and customers from a variety of industries, including research organizations, manufacturing, healthcare, and telecommunications. They provide products and services that are tailored to the specific needs and desires of their consumers.

It is advised that you examine the most current updates for the most up-to-date information on any specific initiatives or partnerships that GAO Tek may have done with well-known businesses and news from the company or get in touch with their official sources.

### **3. After sales monitoring and management:**

GAO Tek's customer service and satisfaction are significantly reliant on after-sales monitoring and management. It entails doing everything to ensure that clients' demands are addressed even after they purchase products or services. Here are a few essential components of GAO Tek's after-deals watching and the board:

**Customer Service:** GAO Tek provides complete customer service to solve any inquiries, complaints, or technical issues that clients may have. This features a specialized support team that can be accessed through live chat, email, or phone. Client service that is prompt and productive aids in resolving difficulties and maintaining consumer loyalty.

**Guarantee and Support Services:** GAO Tek offers warranties for its products, providing clients with confirmation and insurance against manufacturing flaws. They may also give maintenance services to ensure the product's life and best functioning. This covers routine maintenance, repairs, and, if necessary, part replacement.

**Education and Training:** GAO Tek customers may receive instructional and training resources to assist them in using their products to their best capacity and getting the most out of them. This includes user manuals, online tutorials, webinars, and in-person training sessions. By educating consumers with



information and skills, GAO Tek improves their entire experience and lowers the chance of issues caused by inappropriate use.

**Surveys of satisfaction and feedback:** GAO Tek may utilize surveys or feedback forms to gather consumer input on where it can improve and how happy they are. This input is useful for understanding client requirements, evaluating product performance, and enhancing the customer experience.

**Product enhancements and upgrades:** GAO Tek is continually striving to improve its products and may issue updates or enhancements in response to client feedback and technological breakthroughs. Customers may be notified about these changes, allowing them to take advantage of new features and advancements.

**Relationship Management:** GAO Tek places a great priority on long-term client relationships and may employ specialized account managers or customer success teams to engage with significant clients on a regular basis. These groups investigate potential for collaboration or new services, handle any issues, and ensure that consumer expectations are satisfied.

**Quality Assurance and Continuous Improvement:** GAO Tek utilizes strong quality control methods to ensure the dependability and performance of its products. They may conduct internal assessments, quality checks, and critique rounds to identify areas for development and push constant quality improvement.

By efficiently managing the after-sale process, GAO Tek wants to develop trust, boost customer happiness, and foster long-term client loyalty. GAO Tek strives to exceed client expectations via on-going assistance, support, and communication.

### **5.3 Professional Level Analysis**

During the internship, which was less hard than I imagined. My supervisor, as well as the HR and Admin departments, were helpful and aware of their academic duties. Even in short-term internships, I learnt the value of establishing connections with coworkers. I am grateful to my academic supervisors for giving me the chance to obtain significant commercial experience while still in university. The three-month internship taught me a lot about myself and my profession. An expert level study of GAO Tek would

entail examining several aspects of the organization's tasks, methods, and execution. Here are a few essential areas to consider in an expert level review of GAO Tek:

**Monetary Investigation:** Examine major budget summaries, such as pay explanations, asset reports, and income articulations, to assess GAO Tek's monetary presentation. Income development, benefit, liquidity, and dissolvability are survey indicators. Break down monetary proportions and trends to assess the organization's financial well-being and security.

**Serious Positioning:** Assess GAO Tek's competitive position within its industry and target markets. Examine its slice of the pie, major competitors, and the organization's intriguing motivation. Examine GAO Tek's image, market differentiation, and ability to withstand competition.

**SWOT Analysis:** Conduct a SWOT analysis (Qualities, deficiencies, Valuable Opportunities, risks) to identify GAO Tek's internal assets and deficiencies, as well as external potential open doors and risks. Consider mechanical capabilities, product/service portfolio, market presence, functional effectiveness, and predicted opportunities.

**Item/Administration Portfolio:** Evaluate the breadth and depth of GAO Tek's item or administration contributions. Examine the seriousness, quality, and evolution of its contributions. Examine how effectively GAO Tek's products or services align with market demand and customer requirements. Consider any gaps or open doors for expansion or enhancement.

**Market Infiltration and Development Systems:** A Survey Procedures for market entry and development at GAO Tek. Assess its market segment systems, target markets, and client procurement as the deadline approaches. Examine the effectiveness of its displaying.

**Innovative work:** Examine GAO Tek's interest in creative work (research & development). Examine the organization's research and development capabilities, advancement initiatives, and protected innovation portfolio. Examine how well GAO Tek translates research and development efforts into new things, improvements, or arrangements.

**Functional Proficiency:** Evaluate the productivity and viability of GAO Tek's activities. Investigate aspects such as inventory network executives, creation procedures, quality control, and asset utilization. Evaluate any initiatives or strategies implemented to promote functional excellence and cost savings.

**HR:** Examine GAO Tek's HR approaches and procedures. Assess its capacity to obtain, maintain, and enhance processes. Examine the organization's authoritative design, worker commitment drivers, and labor force alignment with company objectives.

**Supportability and CSR:** Examine GAO Tek's maintenance practices and business social responsibility initiatives. Examine its responsibilities in terms of ecological sustainability, social impact, and moral strategic approaches. Examine any confirmations or linkages related to sustainability or social duty.

**Partner Investigation:** Identify GAO Tek's major partners, such as clients, providers, representatives, financial backers, and the surrounding local region. Examine their influence and impact on the organization's success. Examine how well GAO Tek manages and engages its partners.

It is crucial to remember that doing an extensive expert level study necessitates access to current and precise data concerning GAO Tek. It is recommended to refer to the organization's genuine reports, fiscal summaries, industry investigations, and other relevant data sources for a thorough analysis.

## **Chapter 6: Findings**

## 6.1 Recommendations

### Woman Empowerment

GaoTek recognizes the relevance of female empowerment and strives to provide a diverse and exciting workplace for women. The company promotes orientation balance and equal opportunities for career development and advancement. GaoTek engages in a variety of initiatives to assist and involve women in the organization, including:

**Work that is comparable Potential openings:** GaoTek ensures that all company decisions, for example, enrollment, progression, and compensation, are based on merit and have little to no orientation slant. The organization embraces diversity and strives to create an orientation-adjusted workforce.

**Administration Advancement:** GaoTek provides authority development programs and tutoring opportunities for female employees. These programs aim to strengthen their skills, build trust, and prepare them for positions of leadership within the organization.

**Balance between fun and serious activities:** GaoTek promotes the mix of important and entertaining activities by giving flexible working hours, remote work options, and robust methods such as maternity

leave, childcare support, and family-friendly driving. These activities help female employees effectively manage their personal and professional duties.

**Preparation and Ability Advancement:** GaoTek invests in training and skill development programs to strengthen the knowledge and abilities of female employees. This includes specialized training, professional advancement studios, and access to learning sources to support their professional growth.

**Strong Culture:** GaoTek promotes a consistent and complete culture that values commitments, regardless of orientation. The organization encourages open communication, teamwork, and mutual appreciation among employees.

**Systems administration and Mentorship:** GaoTek collaborates with systems administration prospective openings and mentorship programs to connect female representatives with seasoned specialists and pioneers in their industry. This enables information sharing, direction, and professional supervision.

**Acknowledgment and Prizes:** GaoTek celebrates the achievements and dedication of female representatives through acknowledgement programs and incentives. This helps to improve everyone's mood, inspires them, and motivates them to do more.

By concentrating on lady empowerment, GaoTek intends to provide a unique and complete work environment in which all representatives, regardless of orientation, may thrive and contribute to the organization's success.

## **Employee Satisfaction**

GaoTek focuses on representative fulfillment and strives to create a happy and appealing workplace. The organization believes that happy employees are more motivated, useful, and likely to contribute to the business's success. Here are a few major aspects that contribute to GaoTek representative satisfaction:

**Serious Pay and Benefits:** GaoTek provides competitive pay packages that include salary, incentives, and other motivational drivers. The firm furthermore offers extensive benefits, for example, health care coverage, retirement plans, and paid time off, ensuring personnel feel valued and supported.

**Expert growth and Advancement:** GaoTek invests in the professional growth and advancement of its employees. The company provides planning projects, studios, and instructional opportunities to help employees enhance their skills and knowledge.

**Balance between fun and serious activities:** GaoTek promotes a healthy mix of important and pleasant activities by providing customizable work game plans such as remote work options and flexible working hours. The business recognizes the importance of allowing representatives to handle their personal and professional commitments effectively, which contributes to their overall satisfaction.

**Good Work Culture:** GaoTek promotes a good work culture that promotes cooperation, collaboration, and open communication. The organization encourages representatives to share their views, findings, and contributions, creating a sense of belonging and strengthening.

**Recognition and Rewards:** GaoTek recognizes and rewards employees for their efforts and achievements. The firm has a system in place to acknowledge exceptional performance, whether through verbal acknowledgment, rewards, or advancement opportunities. This aids the lifting representative.

**Worker Commitment Campaigns:** GaoTek runs various campaigns to attract employees and foster a sense of community inside the organization. This includes team-building exercises, get-togethers, and

representative asset meetings. These drives provide opportunities for representatives to interact, collaborate, and form meaningful relationships with their partners.

**Strong effort:** GaoTek's effort plays an important role in promoting representative fulfillment. The organization's leaders are kind, strong, and provide guidance and mentoring to their teams. They create a positive environment in which employees feel valued, heard, and supported in their professional growth.

By concentrating on representative fulfillment, GaoTek intends to create a happy and rewarding workplace that attracts and retains top talent, resulting in improved efficiency and overall success for the organization.

## **6.2 Conclusions**

Finally, my internship with GaoTek Group was both instructional and useful. I became acquainted with the company's operations, culture, and working environment. The company's strong market position, diverse business portfolio, and dedication to sustainability are all outstanding. However, certain things may be done better, such as enhancing employee happiness, empowering women in the workplace, and introducing new initiatives.

I hope that my proposals for these areas would assist GaoTek Group enhance its operations and work environment, allowing it to continue its market leadership. Overall, my time with GaoTek Group has been a fantastic learning experience, and I am happy for the chance to work for a firm that encourages employee growth and progress.



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# **Annexure**