

**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.

Md Shahaduzzaman

ID: 180061147

**Department of Business and Technology Management
Islamic University of Technology**

Approved by:

Jahangir Alom

Lecturer

**Business & Technology Management
Islamic University of Technology**

LETTER OF TRANSMITTAL

Date: 4 May, 2023

Jahangir Alom
Lecturer
Department of Business and Technology Management
Islamic University of Technology

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

ID: 180061147

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