



**Faculty of Business of Administration
AMERICAN INTERNATIONAL UNIVERSITY-BANGLADESH
(AIUB)**

**INTERNSHIP AFFILIATION REPORT ON
Human Resource Activities of Redmin Industries Limited**

An Internship Report Presented to the Faculty of Business Administration in
Partial Fulfillment of the Requirements for the Degree of Bachelor of Business
Administration (BBA)

Supervised By

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Assistant Professor

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Submitted By

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Department: BBA , MIS & OSCM

Date of Submission: 06-08-2022

INTERNSHIP AFFILIATION REPORT ON
Human Resource Activities of Redmin Industries Limited

Letter of Transmittal

June 30, 2021

Mr. R. Tareque Moudud

Director

Office of Placement & Alumni (OPA)

American International University-Bangladesh Kuratoli, Dhaka.

Subject: **Submission of the internship report on Human Resource Activities of Redmin Industries Limited.**

Dear Sir

It is a great pleasure to hand in the internship report titled Human Resource Activities of Redmin Industries Limited. which was assigned to me as a partial requirement for the completion of the degree of Bachelor of Business Administration (BBA).

It is my honor and privilege to work for a leading organization in Bangladesh and to gain an in-depth knowledge on different areas. Throughout the study, I have tried my level best to accommodate information as much as I could, which I thought were relevant and informative. I tried my level best to make this report concise and informative.

I am grateful to you for your generous guidance and kind cooperation at every step of my endeavor.

I would be grateful if you would kindly accept the report and forward it to the respective department of AIUB.

Sincerely yours

Name Adnan, Sabbirul Ahsan

ID:19-39717-1

Department: Management Information System & Operation and Supply Chain Management
American International University-Bangladesh (AIUB)

Letter of Endorsement

The Internship affiliation report entitled Human Resource Activities of Redmin Industries Limited has been submitted to the Office of Placement & Alumni, in partial fulfillment of the requirements for the degree of Bachelor of Business Administration (BBA), Major in (Management Information System & Operation and Supply Chain Management), Faculty of Business Administration on April 28, 2021 by Adnan, Sabbirul Ahsan, ID 19-39717-1. The report has been accepted and may be presented to the Internship Defense Committee for Evaluation.

(Any Opinion, suggestions made in this report are entirely that of the author of the report. The University does not condone nor reject any of these opinions or suggestions).

Md. Mehzabul Hoque Nahid
Internship Supervisor

Acknowledgement

First of all, I would like to thank the Almighty Allah, who has given me the opportunity, patience, Knowledge and Fitness to complete the report promptly and within right time. Then I am grateful to my parents, because they are the main backbone for me always without their support and pray maybe I would never come this far.

I am very much indebted to my supervisor Md. Mehzabul Hoque Nahid, Assistant Professor, Department of Management Information Systems American International University-Bangladesh (AIUB) for giving me direction at different times to prepare this report. It is his guided supervision that resulted in successful completion and timely submission of the report.

Then I would like to express my heartfelt Gratitude to Redmin Industries Limited (Human Resource Division) for giving me a chance to complete my internship program at their organization. I am also honored and thankful to all the Employees and the authority in this organization for allowing me to gather information and helping me every possible way in preparing the Internship Report. My endless thanks go to Mr. Adnan Afzal (Head of Human Resource Management and Public Relation), Mr. Rayhanul Rahman (HR manger). Mohammad Reza (Project Coordinator) and Ms. Shawly Samira (Head of Business) for being Patient and supporting me during the internship program. I am thankful to all of the people of the organization for helping me to learn and gather required information related to internship Program.

Executive Summary

Redmin Industries Limited is a private startup company with a well-established Human Resource Division to support their internal. As I have done my internship from Organizational Development, HRD of Redmin Industries Limited, the report is based on activities of this department and my role in it. This report has been prepared on my experiences gathered during the period of internship which is related to my workings during the internship.

The first part of the report, mainly discuss about the organizational overview, where I brief overview of the company along with its mission, vision, values of Redmin Industries Limited, objective of the report is given. In the second part of the report, I discussed about overview of my assigned department and role of that department. Here I have discussed about my role in the Organizational Development department is given as well as my role on these reports. This contains all the relevant content of internship experience like my tasks as an intern. In third part of the report, I discussed about constrains and challenges that I faced during my internship period. After that I included learning from the internship like learning time management, becoming skilled in event management, team Work etc. Then I concluded my suggestions. In the end I added references which are providing the sources from where I collected information for the report.

Basically, it is a reflection-based paper which includes my learning from my internship. The report mainly based on my department where I was assigned and my duties, activities, learning, achievements and other program. This report is also giving an overview of my learning which helped me to develop my skills in relevant sector.

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Chapter 1

Introduction

1.1 Rationale of the Study: passage

I just finished my three months internship program at Redmin Industries Limited. During my internship period I have learnt different type of activities and I did a lot of works by using my learning. I worked in Human Resource Management. I saw, how the actual corporate culture works in the practical field. I got a hands-on experience from the team.

I was assigned for the HRM dept but besides that I worked with the other departments side by side. If I divided my three months internship into three phrases, then I can I describe my job responsibilities more specifically. In my first phrase I had work for recruitment division, like cv sourcing, interview applicant calling, interview coordinate both online and offline. where I have learnt the whole recruitment part. After that in the second phrase I worked on an ERP software implementation. In the third phrase I have compile and arrange 2 project profile for BIDA & BEZA.

So, in this report I will share those experiences with valuable notes.

1.2 Objectives:

- 1.To understand how to do the recruitment process.
- 2.To understand the office responsibilities, office culture, challenges.
- 3.To discuss how to buy a ERP Software
- 4.To discuss how to compile a project profile.

1.3 Background of the Organization:

Redmin Industries Ltd is a Supplier, Manufacturer, Wholesaler & Distributor of Chemicals, Chemical Related Products & Raw Materials; established in 2022 by S.M Nurul Alam Rezvi , who is the chairman of Walton Hi-Tech PLC with a vision to serve the thriving manufacturing industries: Plastic processing, Electrical-Electronic & Home Appliances, Pharmaceuticals, Food & Beverage, Leather, Textile & Apparels, Construction & Paint, FMCG, Printing & Packaging, Cosmetics, Agro, Automobile and

Consumer Durables industries. It has a wide range of product services including adhesives, masterbatches, thermoplastic resins, food & beverage chemicals, paint & ink solutions, packaging solution and others.



1.3.1 History:

Redmin Industries Ltd is established in 2022 as a private owned company in which the total equity of the company is divided among the five members of renowned industrialist SM Nurul Alom Rezvi's family. The share-holder's introduction has been described in the next section. In Bangladesh, petrochemical, majorly plastic resins are completely import dependent. Redmin has been decided to be the forerunner in this sector with a master plan in petrochemical sector. Redmin management enthusiastic to invest in Polystyrene, Polypropylene, Polyether Polyol and different derivatives of these chemicals.

Redmin Industries Ltd is a Supplier, Manufacturer, Wholesaler & Distributor of Chemicals, Chemical Related Products & Raw Materials Plastic processing, Electrical-Electronic & Home Appliances, Pharmaceuticals, Food & Beverage, Leather, Textile & Apparels, Construction & Paint, FMCG, Printing & Packaging, Cosmetics, Agro, Automobile and Consumer Durables industries. It has a wide range of product services including adhesives, masterbatches, thermoplastic resins, food & beverage chemicals, paint & ink solutions, packaging solution and others. Our aim is to provide complete one stop chemical solution to our clients based on their application, processes & customized needs. Our excellent R&D, product development and after sales technical support team are capable to cater the needs of complex manufacturing process and able to provide fast, unique & cost-effective solutions and products.

1.3.2 Mission:

“To spread chemical solutions everywhere & ensure safe environmental operations and employments”.

1.3.3 Vision:

“To solve the requirement of chemical and relevant products in Bangladesh as well as global market through remarkable innovation and environment friendly manufacturing technology”.

1.3.4 Core Values of Redmin:

1. Promise to Customers through Quality;
2. Accountability;
3. Innovation and Simplicity;
4. Integrity, Honesty and Fairness;
5. Respect and sustainability.

1.3.4 Organization Structure:

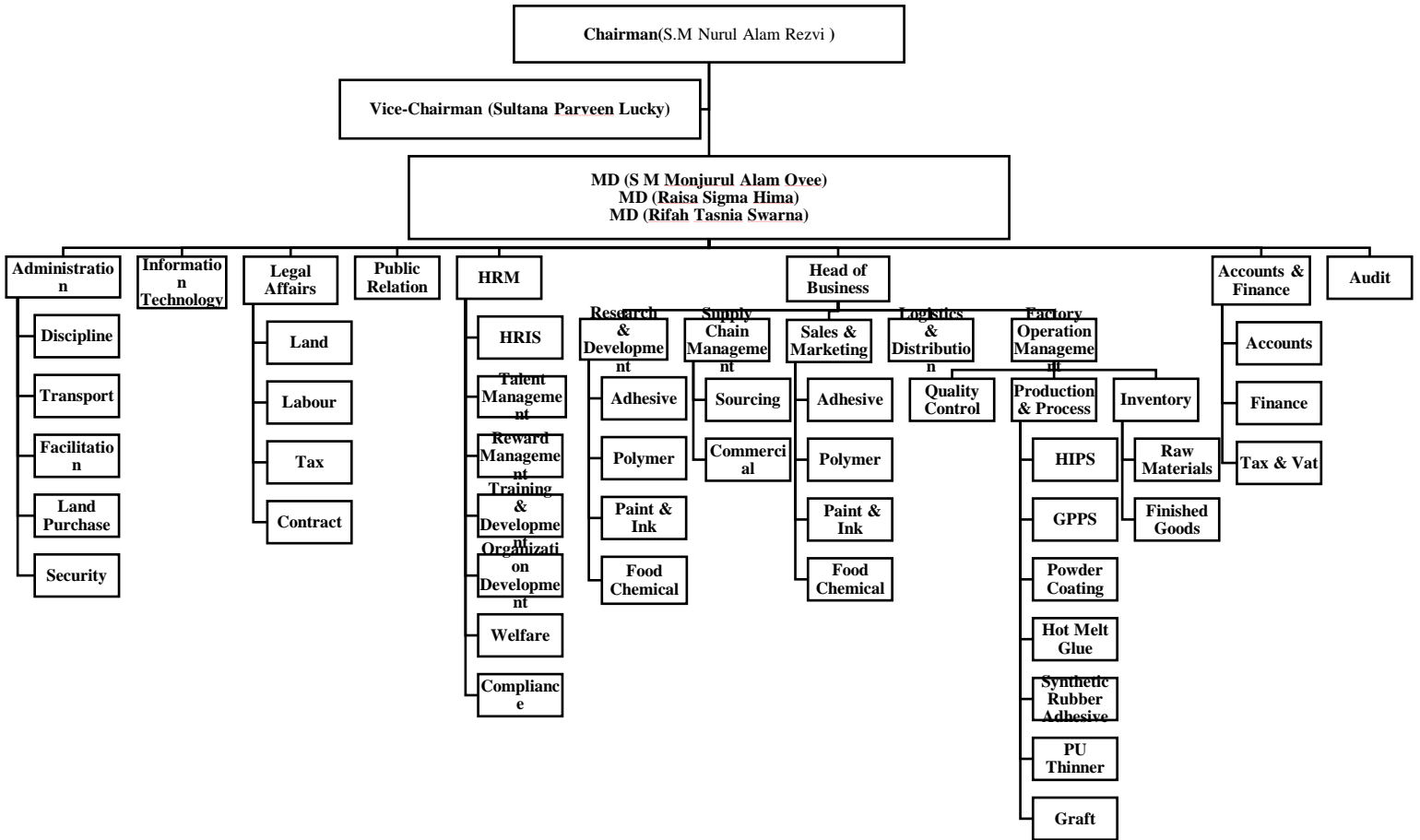


Figure1: Organogram

Chapter 2

Activities undertaken

2.1 Work Related Activities:

2.1.1: CV sorting Talent Acquisition, Interview Coordinate:

I have work in their recruitment part. In this part I have work in the first stage of preliminary cv sourcing from bd jobs cv bank, after the preliminary sourcing my line manager and the head of HR shortlist the applicants, after that the time of the interview has to fix and also the panel members, then its time to call the applicant for notify him/her about the interview. Update the tracker. Prepare the assessment sheet for the interview date. In the interview date coordinate the interview. I have done all of these in the recruitment part.

2.1.2: ERP Software (Coordinator):

As a startup company Redmin don't have any ERP software. There are many ERP based software in BD as well as worldwide. I have found out many ERP solutions but the management chose ODOO ERP software as for user friendly interface and as in our budget. Odoo have 5-6 different partners in Bangladesh. I have contacted 4 of them (Brain Station--23 Ltd, Metamorphosis Ltd, Binary Quest Limited, Daffodil Computers Ltd). Me with our all of HOD's have sit 2 time with these four companies. What they offer us, how they can give us the support and many things share our requirements with them after that they have made some demo for us, during this demo preparing time I have followed-up the whole work and give support providing all the information and other things to the vendors. We had sat with our higher authority with the demo. Finally, one company has got the work. I have work in the full project as a coordinator.



2.1.3: Robi MOU signing (Coordinator): Redmin Industries Limited has signed a MOU with Robi Axiata Limited. I have worked there as a coordinator. Contacted with Robi and arrange everything about the program. In this programmed there was present

S M MONJURUL ALAM OVEE-Managing Director,Redmin Industries Ltd

RIFAH TASNIA SWARNA – Managing Director,Redmin Industries Ltd

All HOD's of Redmin Industries Ltd

Attendees from Robi end:

1. Adil Hossain Noble- Chief Enterprise Business officer
2. Mohammad Fahmidul Hasan-Vice president, corporate business
3. Khondoker Mosabber Hussain-GM, Corporate Mid-Market
4. Suman Kumar Biswas-Lead Manager, Mid-market.
5. Nazmush Shahadat Munia- Key account Manager, Mid-Market

2.1.4: Import Data analysis:

I have done some data analysis work there. From some import data and some data from the trading market I have analyze the market demand and supply (ex-Citric acid, Soda ash, Starch. Benzoic acid, also Adhesive and it's types). The prices, which importer import how much quantity and what is the price of each unit.

2.2: Other Activities:

Compile different project profiles:

I have also work for different types of project profile. I have compiled the BIDA (Bangladesh Investment Development Authority) & BEZA (Bangladesh Economic Zones Authority) these two profiles as per requirement. I have arranged all the required information made a profile.

Finding the supplier:

This part is basically sourcing and commercial dept's part. But I have also work there for supporting them for a week.

Chapter 3

Constraints/Challenges

Redmin Industries limited is a startup company and I feel fortunate to have my internship program over there because as a startup company I can learn many things from there also I can add values for the organization which I couldn't get chance in a stablished company. Some problems have been observed by me throughout my internship program and I also observed some other issues. I have faced some problem which, I consider as the limitation of my report.

Redmin Industries Limited is a startup company. The company starts the journey at the beginning of this year. I have joined there in HR dept, But I have to work from other departments. By these company has shared many confidential things with me which I don't think they should share these with an intern.

There was not any laptop or desktop for me. They don't provide any device to the intern. I have to use my own device there. This is a problem in my point of view, because there is a chance to hamper their privacy.

There is also a problem that I have faces about the time table. There was too much workload sometime I have to finished all of my task at 8 - 9o clock at night. There is missing of pre preparation or pre schedule works.

I got too much working pressure in my internship pressure. Then I had to think which one should be done first. Sometimes I couldn't complete all the tasks in a day. I was given many tasks during my internship period. But sometimes I couldn't understand which one is more important.

Above all the challenges I had faced in my internship, and after overcome from challenges I learned things properly.

Chapter 4

Lessons Learned from the Internship Program

4.1: Lessons learned from the internship program:

- I. How to run the HR Dep: I have learnt the HR process during my internship. I basically work in the recruitment part, but I have also learnt about the training and development process. I have learnt how the payroll works.
- II. Team work: All employees work in a team here. Because the proper contribution is need from all side to ensure the development.
- III. Documentations: I have learnt how to make proper documentations as I have to prepare the project profiles for BIDA & BEZA. Also learnt how to do the file management of an employee.
- IV. Managing Time and decision making: One of the important thinks that I have learned from Redmin Industries Ltd. that is managing time. Because I have to work so many times with my supervisor. For that I have to manage my time and taking decision which task should be done first. I tried my level best to work properly.

4.1.1: Corporate Culture:

In Corporate industry they follow their corporate culture. In Redmin Industries Limited the strategic decisions are came from the higher authority and those are executed by the mid and lower level of employees.

There is also follow a dress code. Your attire always to be in formal. There is always follow a chain of command. It must be followed.

4.1.2 Practical knowledge on various issues:

In doing the internship I have to face many issues that is has to be handle by my practical knowledge. Such as this is a startup company, no one can join a startup company easily without any motivation. There are many time people reject the interview invitation. At that time, I have

convinced them to come and attend the interview after that he/she can take the decision. I have convinced them various way.

Then in the ODOO implementation I have also a part of negotiation with my higher authority.

4.1.3 Transforming Skills (e.g., leadership, communication, interpersonal, problem solving. Etc.)

In this organization I have got that open space to share my thought and also there are many times was when my higher authority gives me a problem and I have solved them by my expertise.

If, I give an example for this we have sit the ODOO 3 different vendor and also signed the Robi MOU in a same day. I have created the full day schedule by myself and everything was successful. We have done all of this from 11am to 5pm. At that day I had led everyone in our office and the guests who are engaged with this work. I have led the office staffs also about their snacks & lunch.

If, I talk about the communication skill this is also upgraded by calling the interview applicants, and there are many times I have to communicate with many employees from top to bottom. How to handle them I have learnt from here.

4.1.4 Professionalism:

I have developed my corporate behavior by doing the internship program. Such as punctuality is strictly maintained at Redmin Industries Limited. Working time is 9:00 am to 6:00 pm. If I want to take a leave, I have to inform my supervisor two days before. As I was an intern, I have to attend some online class, for that I used to have leave for 1 hour early in a day once in a week. I learned how communicate with the Senior Managers and other Officers. I got a practical knowledge about organizational behavior. Such as maintaining rules and regulations of the organization. Wearing light color formal shirts, deep color trouser and wearing is one of them

I have tried to do all these things with seriousness and care so that I can bring this professionalism in my corporate career.

Chapter 5 Concluding Statements

5.1 Concluding Statements:

I have done 3 months of internship program at Redmin Industries Limited. The journey was for a very short time but it was a great journey. During this internship program, I got opportunities to practice professionalism like adaptability, discipline, communications, and punctuality. The experience that has been observed among the employees was bit interesting. It was a learning for me that, how to deal with complex colleagues who always demotivates people with wrong attitude. On the contrary, it also has been observed that few people are taking leadership role and helping each other and making environment friendly. They are very helpful to the newcomers.

I always wanted to work in corporate industry. Organization Development is a very important part of an organization. In order to maintain business performance and competitive advantage, organization must develop their people. For such organization different people engagement activities are becomes key component of developing and engaging people. I was assigned under the HRM team. I have tried to understand each and every part of people management process. I have worked there and always try to give me 100% potentiality to them. They also helped me for this. In many part of my work life I have gave my opinion and the accept it and always appreciate this.

This report is the reflection of my activities in Redmin Industries Limited. They provide me a good environments and facilities to work. It was my pleasure to do my internship program there. During my internship period I have tried to relate the academic knowledge with the practical world. I did different kinds of activities; these things will help me to get prepare to survive in the corporate world.

Chapter 6

Proposed Improvement Plan

6.1 SWOT analysis of my organization:

Strengths

1. Huge Investment
2. Previous experience about chemical industry.

Weakness

1. Startup Company
2. Not well renowned
3. Promotion

SWOT

Threats

1. Existing Companies
2. New entrance

Opportunity

1. The chemical industry is limited.
2. Can be Export foreign

6.2 Proposed Improvement Plan for the organization:

Existing Problem/Weak Areas of the Organization as identified in the AR	Actions to be Taken/Proposed Solution to the Problem	Strategy (Mode of implementation or ways of addressing the problem)	Office/Personnel Involved (Who will implement and who will benefit/affected by the Action/Solution)	Resource Requirements (Manpower and Financial) solution	Expected Concrete Result/Outcome
Website	It is on processing	Developing a website for the company.	Develop a 3 rd party company.	IT Expert team	Company Introduction or a overview of full business.
Office time table	Have to delicate the work 2-3 days at a time. And maintain a deadline.	Developing a database for distribution the work	It Expert (Inhouse)	IT Expert team.	Work life balance.
Paper less work	Automated Software (like HRIS)	Training data should be record on database	L&D Department to design the HRIS Software with IT Division	IT Expert team.	Reduce paper work by creating automated software where all training data should be record and there will be no hard printed copy for record

Web References:

((2) Redmin Industries Limited: My Company | LinkedIn n.d.)

APPENDICES

Appendix A: Résumé

Sabbirul Ahsan Adnan

Cantonment Dhaka 1206 | +8801849447492 | sabbirulhasan006@gmail.com

Career Objective: To become a remarkably successful business leader of a renowned organization & Country as well by hard work, value addition and contributing for sustainable business and economic growth.

Skills

- Entrepreneurship
- Data analysis
- Leadership
- Management
- Communication & Coordination

Technology

Microsoft Office
Word, Excel, PowerPoint, Access, Power BI, Google Untitled site

Remote communication
MS Teams, Zoom, Google Meet

Social Media

<https://www.facebook.com/adnan.hasan.969952/>

[linkedin.com/in/sabbirul-ahsan-adnan-03bb31235/](https://www.linkedin.com/in/sabbirul-ahsan-adnan-03bb31235/)

Language

English: Speaking, Reading and Writing

Bengali: (Native), Speaking, Reading and Writing

Work Experience

HR Intern | June 2022 to Present.
Redmin Industries Ltd.
Chemicals, Chemical Related Products & Raw Materials-Supplier, Manufacturer, Wholesaler & Distributor

HR Related Activities:

- Created vacant position requisition for recruitment along with Job description and other details as per demand
- Drafted & helped to publish job advertisements for bdjobs, LinkedIn, social media, print media and online media
- Screaming job applications from bdjobs, mail, referrals
- Designed automated recruitment tracker via excel and formulated Candidate Assessment Sheet for interviews.
- Coordinated entire Interview process. (From candidate calling to finalization). Online & Offline both
- Employee file management related activities.

Coordination of ERP Software (ODOO) Purchase Process & Implementation.

- Arranged and coordinated meeting with vendors
- Collected every dept.'s requirements in brief, documented SOP and provided to vendors
- Discussed & negotiated with vendors requirements
- Helped management (CEO) to select vendors by preparing Comparison Sheet and arranging in person business meeting
- Help purchase team and legal department to issue the Work Order and Service Agreement

Attachment with Project Profile Creation (BIDA)

- Collected and written Investors profile, Machineries & Raw materials details, Organogram, manpower budget, process flow diagram. Collated, modified and delivered to concern personnel as per requirement.
- Arranged meeting as per requirement with different departments and third parties in order to make project profile. Prepared meeting minutes

Part time employment

Asst. Manager (Part-time)

January 2018 to December 2020

Dynamic Electrical Agency, & Winstar Corporation.

Importer & Wholesaler of General Fan (GFC) in Bangladesh

Responsibility: Overall Supervise the business.

R Rahman electrical market, Nababpur Dhaka 1100

Entrepreneurial Ventures

Share holder of Bakonge World, Nov, 2020 to January 2022 Customized Cake Business, (Online)

Extra Curricular Activities

Champion of AIUB BUSINESS BRAINBOX Competition, February 14, 2019.

2nd Runner-up of Business Plan Exhibition at AIUB, April 18, 2022.

Sponsor and part time Volunteer | January, 2020 to Present. Ignite Youth Foundation.

Personal Information

Father's Name: Zebrul Ahsan Azad
Mother's Name: Rumana Akter Ruma

Date of Birth: July 25, 1999
Nationality: Bangladeshi
Marital Status: Single.

Attachment with Business Intelligence Team

- Gather market as well as import data and prepare into presentable format
- Done historical analysis and visualization of import trend, market share, market growth, estimated market size and import projection
- Created a data base of import and market data and prepared presentation as per requirement from BU head

Attachment with Head of Public Relations

- Drafted direct mail addressed to regulatory bodies as per requirement
- Arranged documents and prepared task schedule as well as document inventory for obtaining licenses from authorities
- Helped to arrange and coordinate PR events (signing ceremonies) with corporate bodies

Education



Bachelor of Business Administration (BBA)

American International University Bangladesh (AIUB)

Major in MIS & OSCM

CGPA 3.61 on a scale of 4.00

Spring 2019 Spring 2020

Higher Secondary Certificate (HSC- 2018)

Adamjee Cantonment College

Science

GPA 5.00 on a scale of 5.00

Secondary Secondary Certificate (SSC- 2016)

BAF Shaheen College, Tejgaon, Dhaka

Science

GPA 5.00 on a scale of 5.00

References

Mehzabul Hoque Nahid

Assistant Professor

American International University Bangladesh.

Phone: +880177787316

Email: mehzab.nahid@aiub.edu

Md. Rayhanul Hassan

Asst. HR Manager

Redmin Industries Limited. Phone:

+8801318388544

Email: hr_010@redmin.com

Appendix B: Joining Letter:

Redmin Industries Ltd.

Date: 31/05/2022

"Strictly Confidential"

Name: Sabbirul Ahsan Adnan
Mobile: 01849447492
Email: sabbirulahsan006@gmail.com

Subject: Offer Letter for the position as Intern (HRM).

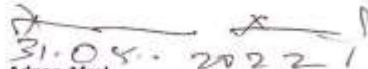
Congratulations Mr. Adnan!

With reference to your job application, Redmin Industries Ltd. is delighted to offer you the position of **Intern in HRM Department** of the organization! Your excellence in getting through all the stages of the recruitment process has resulted in you landing this job and we cannot be any less proud to be able to offer you this position. Your joining date is effective from on or before **4th June 2022** and we hope to see you joining us soon enough. The details of **Salary & Compensation** will be made known to you in the upcoming joining processes. Please note that upon your joining, you will be provided with the detailed documents of terms and conditions, policies and code of conduct.

Our HRM department will be contacting you soon with details about the next procedures. You will be in probationary capacity for 3 months and will be appointed as permanent after the successful completion of your probation period.

The management warmly welcomes you to **Redmin Industries Ltd.** and is looking forward to work with you.

Thanking you,


31.05.2022
Adnan Afzal
Head of HRM (Acting)
Redmin Industries Ltd.

The above terms and conditions have been read by me and explained to me in language and I have understood the same with my sound mind. The said terms and conditions are acceptable to me without any force and I would abide by them without force of anybody.

Name _____ Signature _____ Date _____

Appendix C: Account opening form