

## Executive Summery

This is the internship report based on my job that I had completed in BRAC, a non govt. well known organization under HRD of BRAC where I have been working from 2006 to till now. This report is a for requirement of my MBA program, BRAC University.

Any human organization- a factory, a hospital or any association- consists of people working together. An organization is nothing without human resources. Machine is useless without human beings. In fact management and human resources management are one and the same. Management is the process of efficiently getting things done with and through other people.

Therefore Human Resources Management is that part of the management function which is concerned with people at work and with their relationship within an enterprise. According to Dale Yoder "Human resources management or personnel management is that phase of management which deals with effective control and use of manpower as distinguished from other sources of power. Human Resource Planning helps determine the number and type of people an organization needs.

Human resource management information system has many modules that can be related to the different functions of the human resource department. Some of the modules of the HRMS are as follows:

1. Workforce planning
2. Recruitment, induction and orientation
3. Training and development
4. Performance appraisal
5. Compensation, benefits administration
6. Time management
7. Payroll.

To complete all these activities it is required to have help of Human Resource Management System (HRMS) to make every work smooth and faster. A organized recruitment team can hire skill employee for the organization with the help of other program's management decision. Human resource management is the process of acquiring, training , appraising, and compensating employees and attending to the labor relations, healthy and safety and fairness concern. So a skill workforce can drive an organization smoothly.

The topic mainly covers the Human Resource Management& Recruitment of BRAC. BRAC is a non-government organization, started as an almost entirely donor funded, small-scale relief and rehabilitation project initiated by Mr. Fazle Hasan Abed to help the country overcome the devastation and trauma of the Liberation War. Today, BRAC has emerged as an independent, virtually self-financed paradigm in sustainable human development. Currently being the largest NGO in the world, it has more than 150,000 employees with 72% women,

I have worked as a deputy Manager, HR with the Recruitment unit of BRAC Human Resource Division. The data provided by me are accurate or approximate in number. The HR team of Human Resource Division of BRAC is completely organized and well reputed team.