

Voluntary Service Overseas (VSO)



**Internship Report on the Project Titled-“International Citizen Service –
Enterprise”**

Submitted to:

Arifur Rahman Khan

Lecturer,

BRAC Business School,

BRAC University

Submitted By:

<u>Student Name</u>	<u>ID:</u>
MD.Safeyn Sadaat Mridul	11104079

**Internship Report on the Project Titled-“International Citizen Service –
Enterprise”**

Letter of Transmittal

April 26, 2015

Arifur Rahman Khan

Lecturer,

BRAC Business School,

BRAC University

Subject: Submission of internship report

Dear Sir,

I would like to take this prospect to thank you for the assistance and support you have provided me during the course of this report. Without your help, this report would have been impossible to complete. With profound appreciation, I also like to acknowledge the help provided by Mr. Mahbubur Rahman, Project Manager, for providing me supreme supervision during my internship in the organization.

To prepare the report I collected what I consider to be most appropriate information to make my report as analytical and trustworthy as possible. I have concentrated my best effort to achieve the objectives of the report and hope that my endeavor will serve the purpose. The practical knowledge and experience gathered during report preparation will immeasurably help in my future professional life. I request you to excuse me for any mistake that may occur in the report despite of my best effort.

I would really appreciate it you enlighten me with your thoughts and views regarding the report. Also, if you wish to enquire about an aspect of my report, I would gladly answer your queries. Thank you again in advance for your assistance.

Yours sincerely,

MD. Safeyn Sadaat Mridul

ID: 11104079

BRAC Business School

Acknowledgement

I would like to articulate my gratefulness to those who helped me both directly and indirectly in the preparation of this report. I make an apology to the people whose names that have not mentioned, their contribution is highly appreciated. At first, I would like to thank my course instructor Arifur Rahman Khan, Lecturer of BRAC Business School of BRAC University for guiding me and for giving me the chance to instigate this internship report. More specifically, I would like to thank him for helping me to prepare this report.

I would like to thank BRAC University for giving me the opportunity to complete my internship program from a reputed International organization like VSO Bangladesh on ICSE project. Especially, I would like thank my program manager Mahbubur Rahman, project officer Ziaul Haque and my whole ICSE team. Beside this I would like to thank all the members of VSO team for helping me to complete my report and making me part of their team.

Executive Summary

In order to offer a student with job exposure and an occasion of the conversion of theoretical knowledge into real life understanding, an internship is a must. A better theory and practice can be gained through this curriculum. This report is a combination of three months internship program with ICSE project organized by VSO. I acknowledged different management functions and day to day supervision, planning on my way to complete internship. The objective of this report is to acquire the knowledge about the ICSE project in the North-West region. To prepare this report both primary and secondary data have been used. Apart from this I have used my team resources, what we have done during placement. The first section of this report consists of an introductory part which has been developed for the proper execution of the entire report. Chapter one narrates the company profile including VSO, their focus, vision and values. Chapter two has explained the project, why this project in North-west region etc. The following chapters are about my roles and responsibilities, findings and recommendation. Finally I observed that ICSE project ensures the better services to the people of Bangladesh and it will contribute a lot on the development of economy of Bangladesh.

