

Internship Report

on

HR Policy Implementation of

AURA Group

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AURA Group

Submitted To: SohanaWadud Ahmad
Lecturer
BRAC Business School
BRAC University

Submitted By: Majharul Islam
ID No.: 13364012
Program: MBA
Major: Finance
BRAC University



BRAC University

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Sohana Wadud Ahmad

Lecturer

BRAC Business School

BRAC University

Subject: Submission of the Internship report titled “HR Policy Implementation of AURA Group”

Dear Madam,

It is my great pleasure to submit you my internship report on “**HR Policy Implementation of AURA Group**”. I have completed my internship program in AURA Group from 06-06-2015 to 12-08-2015 as a part of my study. I have tried myself to explain my learning and experience I have gathered from my internship program briefly in this report.

I appreciate that this approach really contributes in giving my course learning a lasting shape in me. The entire report is based on my practical experience in this company. I have put my best effort in completing the report with all the information that I have collected during my stay in AURA Group.

I have great hope that the report will meet your expectation and my academic requirement and aid you in getting a clear idea about the subject.

Sincerely,

.....

Majharul Islam

ID No.: 13364012

Program: MBA

SUPERVISOR'S CERTIFICATE

This is to certify that internship report on “**HR Policy Implementation of AURA Group**” is done by Majharul Islam, Id No- 13364012, as Partial fulfillment of the requirement of MBA program from the BRAC Business School, BRAC University.

The report has been prepared under my guidance and is a record of the bona fide work carried out successfully.

.....
Signature of the Supervisor

Sohana Wadud Ahmad
Lecturer
BRAC Business School
BRAC University

STUDENT'S DECLARATION

I do hereby declare that the work presented in this internship report titled “**HR Policy Implementation of AURA Group**” is an original work done by me under the supervision of **Sohana Wadud Ahmad**, Lecturer, BRAC University.

No part of this report has been previously submitted any academic certificate / Degree/ Diploma or qualification.

The work I have presented does not breach any existing copyright and no portion of this report is copied from any work done by anyone.

.....
Majharul Islam
ID No.: 13364012
Program: MBA

ACKNOWLEDGEMENT

The theoretical knowledge that is gathered from the educational institution is not sufficient to be aware the subject matter rather the practical knowledge. In order to resolve the dichotomy between these two areas, I was assigned to as an intern in AURA Group

I, Majharul Islam, first of all, would like to express my gratitude to almighty Allah for keeping me mentally and physically sound to prepare this report. Again, I would also like to express my heartiest gratitude & thanks to those people, because without their dedication and contribution this project would not have been possible and would not get the successful compellation.

I would like to take the opportunity to express my gratitude to my internship advisor, **Sohana Wadud Ahmad**, Lecturer, BRAC University for her valuable suggestion constant encouragement and keen interest at every stage of this study, without her supervision that would have been extremely difficult to accomplish.

I would also like to thank **ASM Siddiqur Rahman**, Manager, Finance & Accounts and **Irfan Bin Mohi**, Manager, HR & Admin, AURA Group of companies, for their continuous support & inspiration regarding completion of my internship paper.

Finally, I humbly appreciated the endurance & assistance of the entire individuals at AURA Group who spent their time in making me able to complete my Internship Report.

EXECUTIVE SUMMARY

In order to provide a student with job exposure and an opportunity of the transition of theoretical knowledge into real life experience, an internship is a better option. A better balance between theory and practice can be gained through this program.

AURA Group established in the year 2008. In the year 2014, AURA Group appointed Global Brand Pvt. Ltd as its Exclusive Dealer for sales and service of SHARP Office Equipment Products as part of the Business Expansion strategy Plan. It expanded the business in various sectors and established Aura Developments Ltd, Aura Furniture Ltd, Blue-Rony Shipping Lines Ltd, Exotic Group Ltd, Aura Information and Communication Technology Ltd, Aura Electronics Ltd.

This report based on implementation of HR policies for the employees in AURA Group that provides to increase the skills and capacity of its employees. In this report, I have gone through the overall HR policy for the employees of AURA Group that increase the efficiency and knowledge of themselves and utilize the resources properly for which they can play a big role for the success of the organization.

It is a pleasure for me to submit the internship report titled HR Policy Implementation of AURA Group. While preparing this report; I have tried to gather as much information as possible.

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