



BRAC University

**Report on
Training and Development of Incepta Pharmaceuticals
Limited**

Supervised By:

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Submitted By:

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Date: 27.08.2015

Mr. Arif Ghani
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Sub: **Submission of Internship Report**

Dear Sir,

It is an absolute pleasure to submit my Internship report on **Training and Development of Incepta Pharmaceuticals Limited**. This report is mainly focused on the Training and Development in **Incepta Pharmaceuticals Limited**. During preparing the report, I gained a higher range of knowledge despite of having some limitations. However, I tried my best to overcome those limitations with my supervisor support and guidance.

The Internship Program and writing this report has been an exciting and great pleasure and an extremely interesting and rewarding experience. It has enabled me to get an insight into the Training and Development of HR section.

In spite of time constraints, I tried my best to make this self-generating. Finally, I express my willingness to be available to you any time for any further inquiry on this report.

Sincerely yours,

Rubaba 6th 9-2015

Rubaba Tarannum

ID: 10204112

Major: Human Resource Management (HR)

BRAC Business School (BBS)

Acknowledgement

First of all, thanks to Almighty who graced me finish this report. I give thank from the deepest part of my heart to my internship supervisor Mr Arif Ghani, lecturer of BRAC Business School, BRAC University Faculty of Business Administration. For his guidance, help and effort as well as without any question allowed me to work on this topic. I really appreciate his efforts towards giving me proper guidance in this report.

I would like to show my gratitude to **Mr. Abdul Muktedir**, Managing director of Incepta Pharmaceuticals Ltd. By his permission I did my internship in his organization. I am also thankful to the entire team of HR department, especially **Md. Anayet Hossain**, (Assistant Manager HR) **MR.MD.Zakir Khan** (Deputy Manager HR), **MD. Moniuzzaman** (Senior Executive officer HR), **IftekharulAlam** (Executive officer), **Fahad Uddin Ahmed**, (Officer HR), **Kaazi Md. Akhai Rabbi** (senior officer HR), for their inspiration and providing required information. Besides that I am thankful to all people who directly or indirectly helped me to finish this work.

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