

# *Internship Report*

## *On*



*ACI Limited*  
**ACI Limited**



# Internship report

On

**“Recruitment and selection process under  
Human Resource Management”**

*ACI Limited*

**Academic supervisor**

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**Date of submission**

10-8-17

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## LETTER OF TRANSMITTAL

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Zaheed Husein Mohammad Al-Din

Senior Lecturer

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66 Mohakhali

Dhaka 1212

Subject: Submission of internship report.

Dear Sir,

I am submitting my internship report with admiration and appreciation which is a part of BBA Program Curriculum. This report is based on 'recruitment and selection process of ACI Limited'. I am auspicious enough to work with ACI Limited in Human Resource Management department under the supervision of Kaysar Rajib Sherpa.

To prepare this report I have collected most significant information as much as possible to make this report more consistent and rational.

Regards

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Arusha Binta Anower

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BRAC Business School

BRAC University

## PREFACE

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BRAC University is one of the most populated Private Universities in Bangladesh for higher education. The main objective of the university is to provide quality education to the student. BRAC University has both local and foreign students and it always tries to give equal opportunities to them. It is also providing moral education along with academic lessons. It gives opportunities to explore each student through different club (adventure, cultural, arts society etc). BRAC University has arranged different department for students to study. The Bachelor of Business Administration (BBA) program is being designed in such a way where theoretical and practical cruces are in balancing relation. Internship (BUS400) is a mandatory part of BBA program and the internship report is a summary of whole process of internship. For this instance, I was assigned to 'ACI Limited' to have practical knowledge after completing the institutional courses. I am grateful to get opportunity for doing internship at ACI Ltd. I have started my internship from 27<sup>th</sup> May and have completed on 31<sup>st</sup> July. During the internship program I have worked under Recruitment and selection of Human Resource Management. For preparing the internship report I collected information from my supervisor as well as my concerned person of the company. I would like to be thankful to all of them for helping me.

*ACI Limited*

## ACKNOWLEDGEMENT

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The effective achievement of this venture work is the result of the commitment of number of individuals, particularly the individuals who have since time is running short and push to share their considerations and proposals to enhance the report. At the earliest reference point I would offer my most profound thanks to Omnipotent Allah for giving me the quality and the levelheadedness to complete the assignment inside the booked time.

I might want to express my gratefulness to my academic supervisor **Zaheed Husein Mohammad Al-Din**, senior lecturer, BRAC Business School, BRAC University for giving me all the direction and bolster that I required generally.

This was truly a decent method for learning and I truly value his endeavors towards giving me legitimate line bearings.

I might want to express gratitude toward Asst. Manager, HR, **Kaysar Rajib Sherpa**. The Top Research facilities Ltd for rendering their profitable time and furnishing me with data that was particularly required to effective finish of this report.

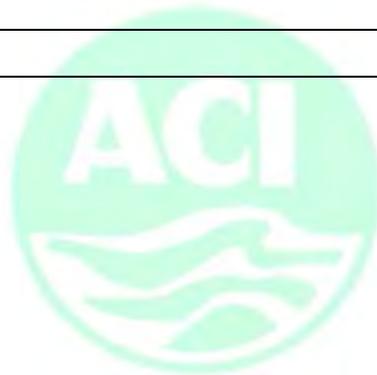
At long last, my genuine appreciation goes to my family and companions for supporting me, sharing their contemplations and giving me the ethical support amid the arrangement of this report.

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*ACI Limited*

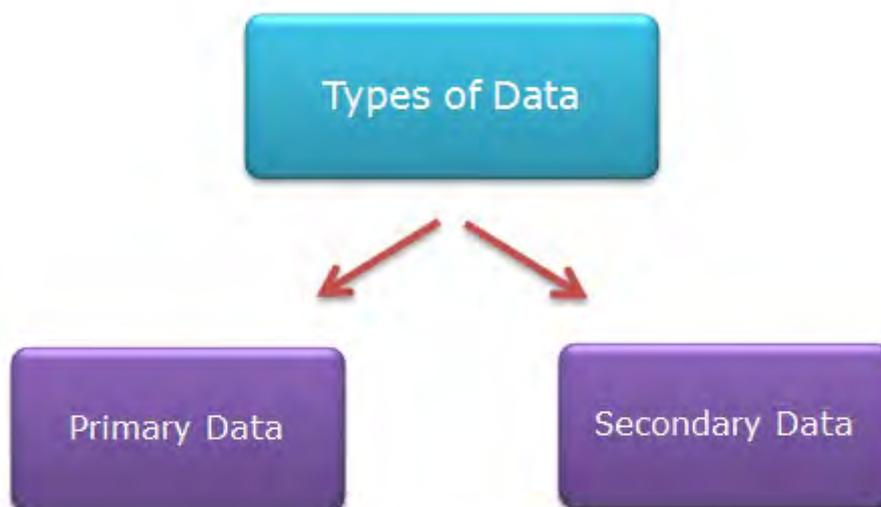
## Chapter-1

### 1.0 Introduction:

You must be exceptionally cautious with our procedure around here world. Each organization in every single industry takes diverse techniques to get by in this powerful world. The majority of the organizations are presently utilizing distinctive HRIS in their operation to make their business more successful and effective. Indeed, even a few organizations begin a business changing system to get an upper hand over their rivals. This report is really made to show the work life state of ACI Ltd. This report is an investigation of the enrollment procedure, steady administration, and workplace with regards to ACI Ltd. I have concentrated on the present HR hones that ACI is performing in their recruiting procedure to make their worker uphold more beneficial.

### 1.1 Methodology:

Methodology refers the way of collecting information to prepare the report. In that case, the collected information is used directly and somewhere indirectly. Though it was challengeable to have internal information, I made it happen with a communication line in the office.



#### I. Primary data:

Essential information will be data that is gathered particularly with the end goal of your exploration extend. Favorable position of essential information is that it is particularly custom fitted to the examination needs. A burden is that it is costly to acquire.

The primary data was used in this report in the whole path of recruitment and selection from job circular to joining letter. In terms of findings and conclusions, the points were established on the basis of primary data.

## II. Secondary data:

Optional research includes the utilization of existing information, gathered for the reasons for an earlier report, with a specific end goal to seek after an exploration premium which is particular from that of the first work; this might be another examination question or an option viewpoint on the first inquiry.

There have also use of secondary data in the introduction part as most of them were quantitative data. The historical data of ACI and birth story of it. The different functions it has and the shares that ACI is holding in the share market. To make the report more authentic, uses of secondary data was important.

### 1.2 Purpose of the report:

The main purpose of the report is to bring the recruitment and selection process in one frame. Others related purposes are-

- To have an unmistakable view about what is really occurring in the field of HRM of the chosen business association.
- To study briefly about the ACI Limited.
- To gather data and knowledge about the Recruitment and Selection capacity of the association.
- To recommend a few enhancements in regards to the issues of enrollment and determination process.
- To relate the academic learning with the genuine experience of the enlistment and selection procedure of ACI Ltd.

### 1.3 Limitation:

In spite of the fact that this report was painstakingly set I up, am as yet mindful of its constraints and deficiencies.

- First of all, the report has been established on the basis of the process of ACI recruitment process and I was appointed for three months only which is insufficient time to study the whole HR team and know other processes also.
  - It was a team of 5 people only and group of 22 people which is a very short era to collect information.
  - Detailed study was tough because of constraints and restriction policy of the company. They were not willing to share information.
  - The report has been written from individual perception that's why all findings may not objectives.
  - All the technical information tool was restricted to search relevant data in the office.
  - The given data in the report are self-reported data where all the maximum scope was blank to collect relevant data.
  - Getting relevant statistical data was very tough to show statistical diagram.
  - The administration appear to get works out of the under study as opposed to aiding in the scholastic interest.
  - There was non-cooperative attitude in terms of sharing information.
-

## Chapter-2

### 2.0 ACI Limited (Background of the company):

ACI was established as the subsidiary of Imperial Chemical Industries (ICI) in the then East Pakistan in 1968. After independence the company has been incorporated in Bangladesh on the 24th of January 1973 as ICI Bangladesh Manufacturers Limited and also as Public Limited Company. This Company also obtained listing with Dhaka Stock Exchange on 28 December, 1976 and its first trading of shares took place on 9 March, 1994. Later on 5 May, 1992, ICI plc divested 70% of its shareholding to local management. Subsequently the company was registered in the name of Advanced Chemical Industries Limited. Listing with Chittagong Stock Exchange was made on 22 October 1995.

Advanced Chemical Industry (ACI) is one of the leading industries with multifunctional stage. ACI is a Public Limited Company containing around 6930 employees. ACI has a big business chain with 35 different businesses.

### 2.1 Company Mission, Vision and Values:

#### ● Mission:

ACI's Mission is to enrich the quality of life of the people through responsible application of knowledge, technology and skills. ACI is committed to the pursuit of excellence through world-class products, innovative processes and empowered employees, to provide the highest level of satisfaction to our customers.

#### ● Vision:

- Provide products and services of high and consistent quality, ensuring value for money to our customers.
- Endeavour to attain a position of leadership in each category of our businesses.
- Develop our employees by encouraging empowerment and rewarding innovation.
- Promote an environment for learning and personal growth.

- Attain a high level of productivity in all our operations through effective utilization of resources and adoption of appropriate technology.
- Promote inclusive growth by encouraging and assisting our distributors and suppliers in improving efficiency.
- Ensure superior return on investment through judicious use of resources and efficient operations, utilizing our core competencies.

● **Values:**

- Quality
- Customer Focus
- Innovation
- Fairness
- Transparency
- Continuous Improvement

## **2.2 Quality and Environmental policy:**

One of the most important visions of ACI is to provide high and consistent quality product and services to ensure the value of customer's money ACI also wants to achieve business excellence by understanding, accepting, exceeding and meeting customer expectations. In terms of the consistent high quality, ACI follows International Standards on Quality Management System to make the customer satisfied. Good Manufacturing Practices which are recommended by World Health Organization are being followed by ACI's all manufacturing companies. ACI also responsible for developing a pool of human resources with full potentiality through regular training and participation in seeking continuous improvement of the Quality Management System.

ACI has committed to produce and manufacture all its products in a friendly environmental manner to ensure the utilization of resources in effective and efficient manner to prevent environmental pollution. So, in terms of environment policy of ACI, it is following local and national legislations and regulation from the beginning of its journey. ACI is also responsible for creating awareness among employees and contractors over the environmental issues. Even the proper waste management process by continuous up-gradation of technology is another positive behavior towards the environment.

### **2.3 Research and development:**

Research and development sector is one of the important one to follow its mission and visions. With the continuous process of Research and Development sector it becomes possible to make new machineries to make different function easy.

e-Fisheries: In Bangladesh, the major cost of fish farming includes the feeding cost which comprises of 70-79% of the total cost and due to overfeeding and high feed conversion ratio(FCR) the farmers incurs unnecessary cost. 'E-Fisheries' reduces up to 21% of the feeding cost and boost profit. The machine can feed the fish automatically, after sensing the fish's appetite. Additionally, it can adjust the amount of feed given considering the appetite as it is connected to the internet. Besides, fish farmers can control fish/shrimp feeding performance directly from their smartphone or laptop, anytime and anywhere.

Climate smart agriculture: More than 30% of the cultivable land and one-fourth of the population in Bangladesh is in the coastal belt. A total of 366,650 ha of land is affected by salinity in Barisal and Patuakhali, where farmers usually only cultivate during winter while land is left fallow during other seasons. Thus biodiversity, crop yields, cropping intensity, production levels and people's livelihood quality are much lower than other parts of the country. At the same time food demand in the area is increasing with the steady increase in population. To help residents living in such adverse conditions, a biotic stress tolerant (salinity & submergence) crops need to be introduced. To overcome these problems, ACI has developed a variety of improved, specially adapted stress tolerant seeds for field crops (rice, wheat, maize, rapeseed etc) and homestead gardening that can be cropped all year around.

### **2.4 Major Business Units of ACI Limited:**

ACI group of companies has started its journey from just after the country had been declared as an independent country. ACI Limited has been trying to serve its best product to the customer at a very reasonable price since, its birth time. The product was not only major focus of ACI Limited Company but also to produce young and efficient employee with proper training and knowledge.

Around 7 years ago general people had knowledge about ACI was only ACI Aerosol and ACI Salt but now it has different companies more than 17 with 10 manufacturing industries. It has also started journey in service industry also. So, the major four strategic business units of ACI Limited are-

- Pharmaceuticals
- Consumer Brands and Commodity Products
- Agribusinesses
- Retail Chain Shops (Shwapno)

## **2.5 Pharmaceuticals:**

With almost three decades of partnering life and engendering hope, ACI is one of the top pharmaceutical companies in Bangladesh, employing more than 5,000 people all over the country. As a progressive and forward-thinking company, ACI Pharmacy is dedicated to improve the health of people of Bangladesh through introduction of innovative and reliable pharmaceutical products. ACI introduced the concept of quality management system by being the first company in Bangladesh to achieve ISO 9001 certification in 1995 and follows the policy of continuous improvement in all its operations. Aligned with the concept that a pharmaceutical must ensure effective management of environment, ACI complies with standard environment management policy, thus adorned with EMS 14001 in 2000. ACI maintains a congenial and supportive relationship with the healthcare community of Bangladesh, with the belief that business excellence can only be achieved through pursuit of quality by understanding, accepting, meeting and exceeding customer expectations. ACI's endeavor is to ensure the availability of world class, quality medicines across Bangladesh and around the globe. Being a successor of world's renowned pharmaceutical company ICI, it is a matter of proud to have in Bangladesh.

Since its introduction in 1992 ACI continues to remain committed to developing first-in-class and best-in-class products in key therapeutic areas by combining outstanding R&D with marketing capabilities and continuing growth not only in Bangladesh but also in the global pharmacy market.

The strength is its ability to excel in developing generics and technologically complex products through an out-and-out, proficient, skillful team in manufacturing, product development, process re-engineering & quality control department.

At present, ACI formulates & markets a comprehensive range of more than 550 SKUs covering all major dosage forms of more than 250 Molecules in almost 100 therapeutic classes. ACI has introduced sophisticated manufacturing technologies like Biosimilar

(biotech) products, insulin, bi-layer tablet, lyophilized products, hormone products, ophthalmic preparations, novel drug delivery system (NDDS), large volume parenteral (LVP), small volume parenteral (SVP), suppositories, effervescent formulation, sustained release dosage formulations, ordispersible products, anesthetics, metered dose inhaler, dry powder inhaler, nasal spray, etc.

## **2.6 Retail Chain Shops (Shwapno):**

Operated by ACI Logistics Limited, Shwapno is the top retail brand in Bangladesh. As the largest retail chain in the country, Shwapno touches the lives of over 35,000 households each day. ACI Logistics made its entry into retail in 2008 as “Fresh and Near” in order to fulfill the company’s “Seed to Shelf” vision of connecting farmers directly with consumers.

Starting off with fresh produce and daily household needs, Shwapno outlets now carry everything from apparel, home décor, electronics and much more. This includes a number of grocery private label brands as well as the in-house fashion label Shwapno Life. Today, Shwapno operates 56 outlets across Dhaka, Chittagong, Sylhet and Comilla, with a total retail space of 310,000 square feet and a workforce of over 2,500. Shwapno operates multiple outlet formats from small convenience stores to large megamall layouts (ranging from 1,500 to 27,000 square feet), providing the ideal experience for customers in each location. The company has been successful in reaching its position as market leader (with 45% market share) not only because of the exceptional quality, value, convenience and service it offers customers, but because Shwapno has been successful in developing a truly world class retail architecture and shopping experience for the first time in the country.

At the heart of the Shwapno vision is the passion to make a positive impact on the lives of many. From the beginning, Shwapno set off to drastically change the way in which the mass consumer base in the country fulfills its daily needs, brining modern retail into the lives of consumers that had for long relied on wet markets and other unsafe traditional shopping channels. Beyond ensuring the quality of its own products, Shwapno has been a major advocate in the movement for healthy living, carrying out numerous campaigns on nutrition and food safety. To ensure it carries only the freshest fruits, vegetables, fish and meat, ACI Logistics has developed a sourcing network with growers across the country, and today 65% of Shwapno’s fresh produce is procured directly from source. The company achieved a major milestone in 2016 by joining Global G.A.P., the leading private sector body addressing the

crucial objectives of ensuring safe, sustainable agriculture worldwide. Through its membership with Global G.A.P., Shwapno is not only further improving the quality of its products, but is also working for the wellbeing of the growers across the country.

## **2.7 Agribusinesses:**

ACI Agribusiness is the largest integrator in Agriculture and Livestock and Fisheries. These businesses have subunits like Crop Protection, Seed, Fertilizer, Agri-machineries, and Animal Health. These businesses have glorified presence in Bangladesh.

CC & PH supplies crop protection chemicals, Seed supplies Hybrid Rice, vegetable and Maize seeds, Fertilizer Supplies Micronutrient and Foiler fertilizer, Agri-machineries supplies Tractors, Power Tiller and Harvester and Animal Health supplies high quality Nutritional, Veterinary and Poultry medicines and vaccines.

ACI Agribusiness is having strong partnership with national and international R & D companies, universities and research institutions. Before introducing any product, it is elaborately tested in the laboratory and farmers field. ACI Agribusiness has a large, knowledgeable and highly skilled Field Force provides training and technical advices to the farmers.

ACI is significantly contributing to national food security through its Agribusinesses division, which is the leading agricultural integrator of the country. ACI Agribusinesses is providing complete solution to the farmers need. This division has five separate SBUs. They are Seeds, Fertilizer, Motors, Crop Care & Public Health, and Animal Health. Farmers have developed confidence in our products for quality and economics. Farmers have also come to expect proper knowledge based service from our field force.

## **2.8 Consumer Brands and Commodity Products:**

ACI Consumer Brands was initiated in 1995 with two major brands of the company – ACI Aerosol and Savlon. These are two of most prestigious products which are enjoying the leadership position in the market. The division started to take new businesses through off shore trading as well as local manufacturing. In this process ACI Consumer Brands launched many new products and also bonded with Joint Venture business relationships with ‘Dabur India’ and ‘Tetley UK’ and attained international alliances with world renowned companies.

The Consumer Brands Division boasts in having an unequivocal presence in consumers' heart with the market leading brands like ACI Aerosol, Savlon, ACI Mosquito Coil & ACI Pure Spices and Flour. With close to 80% market share in own categories, ACI Aerosol and Savlon are the persistent performers in keeping the household clean and free from germs and harmful insects. The ACI mosquito coil has also emerged as a formidable opponent to both the mosquito and the competition, by providing effective and affordable solution to the conscious people of Bangladesh.

ACI Consumer Brands is successfully serving the consumer demand for foreign products in household and personal care category with the world renowned product range of Colgate, Nivea & Dabur. With the proper distribution and marketing by ACI consumer brands, the world's No. 1 tea brand "Tetley" is now available to the consumers of Bangladesh.

As a successful business, The ACI Consumer Brands is focused on achieving the consistent growth required to continue the success and to make ACI an even stronger company. The Consumer Brands believe this is the best way to benefit the consumers, people and the shareholders of ACI.

ACI Consumer Brands Strategic Business Unit is headed by the Executive Director, Mr. Syed Alamgir. Mr. Alamgir is regarded as an authoritarian personality in the area of Sales and Marketing in Bangladesh market. His track record has many successful brands which reached leadership position in different categories in FMCG market. He is supported by competent group of professionals working in the Marketing and Sales operations.

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## Chapter-3

### 3.0 Human Resource Department of ACI:

ACI is one of the main multi producer organization in Bangladesh with countless. ACI HR works with a dream for making a workplace to cultivate innovativeness, development and efficiency for accomplishing business perfection through powerful and committed individuals.

ACI trust that Human Resources are the most imperative resource of the association. It recognizes the preparation needs and give trainings as needs be to build up the learning and abilities of the HR. Thought Leadership and Team Building gatherings are directed all the time. ACI gives an empowering working condition to release the maximum capacity of the representatives and an execution based vocation movement.

ACI have an esteem based culture where pride of the individual is the most astounding need. ACI has confidence in strengthening and appointment. We compose diverse get-togethers like Family Day, Cricket Tournament, Badminton Tournament and so forth with a target to fortify the servitude among the representatives.

ACI rehearses present day HR Policies and systems for Recruitment and Selection, Manpower Planning and progression arranging. ACI is utilizing a mix of subjective angles and Balanced Score Card for execution evaluation.

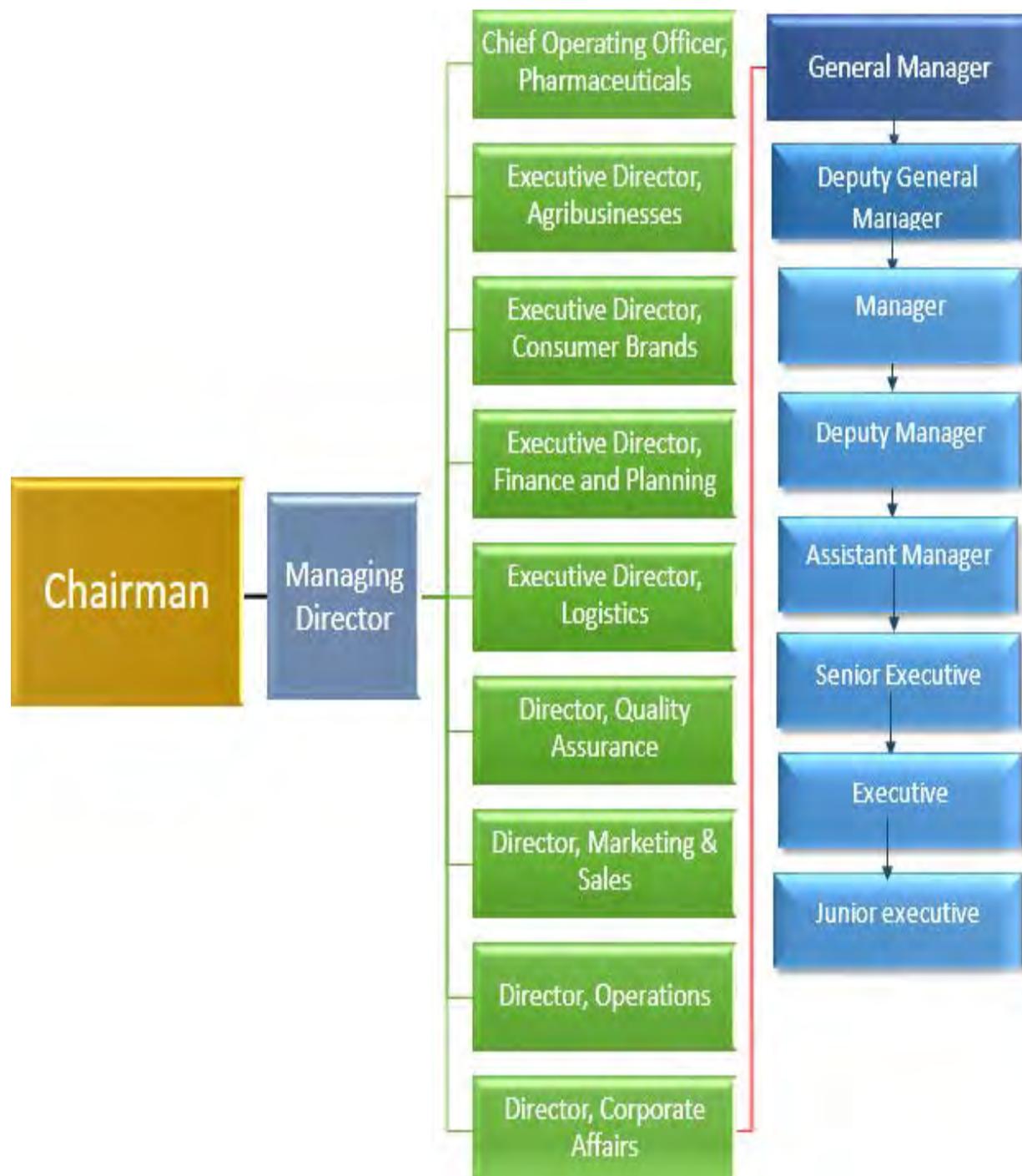
ACI has appealing arrangements with respect to auto credit, tip, provident store and hospitalization. It offers execution reward, leave toll helps, and celebration reward and specialists benefit support finance amid various circumstances inside a year.

The practice of HRM must be viewed through the prism of overall strategic goals for the organization instead of a standalone tint that takes the unit based or a micro approach. Hence, the organization that takes the HRM policies seriously will ensure that the training is based on focused and topical method.

In conclusion, the practice of HRM needs to integrate with the overall strategy to ensure effective use of people and provide better returns to the organization in terms of (ROI) Return on Investment. Unless, the HRM practice is designed in this way, the firms stand to lose from utilizing people fully and this does not bode well for the success of the organization.

### 3.1 The function of Human Resource Department:

Human Resource Department called the backbone of the organization. The whole company is operated by the direction of HR team. From declaring job circular to providing release letter to the employee is job of HR people. A strong HR policy is one of the reasons behind the success of the company. There have different employee layer in different organization. In terms of ACI, the given employee layer is being followed:-



### **3.2 Forecast labor requirements:**

Forecasting labor indicates the pre-awareness of HR people about the company. Generally forecasting the of employees need for the company is not an easy job. In that case, there should have probable data about the number of employee who show their interest to leave the job. However, newly introduced sector which needs employees to run the new sector also gives the idea about demanded employee. So, the forecasting of manpower specifies:

- Jobs or operations for which the person should be available
- Duration of their employment
- Salary to be offered and terms of the employment
- Necessity qualification and experience

### **3.3 Recruitment and selection:**

Selecting is the way toward finding the potential possibility for topping off the organizational opportunities. From another perspective Recruitment goes about as a connection between the businesses and the employment searchers and guarantees the situation of right competitor at the right put at the privilege time. A part of watchful arranging and thought are required for determination exercises to be fruitful. The choice procedure is made by a number out of steps. Each of theories steps give data to the leader that will help them to foresee about whether ranapplicant will end up being the effective employment entertainer. In the event that error exists amid the procedure of enrollment and choice association neglects to get the best one and lost the appropriate competitors. Subsequently this procedure ought to be exceptionally orderly.

#### **3.3.1 External and Internal recruitment:**

ACI is an organization with enormous number of worker where almost consistently the human asset division needs to take meet for its empty position. In each one week at least two representatives join ACI. It is huge and occupied chain of ACI Ltd. There have two types of recruitment and selection process:

##### **I. External recruitment:**

In terms of external recruitment and selection the HR team gives job circular to different platform. For example; bdjobs.com, chakri.com, Facebook, News-paper advertisement,

linkedin job portal etc. The interested candidates apply and drop their CV's. However, the ACI recruitment team selects best candidates among the applier according to the preferable criteria of the vacant position and calls them to sit for a written test. Among them, the highest marks achievers get call to face interview. For the higher level position, the interview can be two or three times and it depends on the recruitment team.

## II. **Internal recruitment:**

In the case of internal recruitment the recruitment team does not provide job circular to the social media. They pick them up from their current employee. In that case, the Job Enlargement theory can relate or sometimes the promotion.

### **3.4 Training and Development:**

Preparing exercises of ACI is centered on changing its human money to accomplish business brilliance by expanding the transmission capacity of ACI workforce. To win present and future difficulties ACI distinguishes information and rang of abilities that are significant variables and we plan an assortment of projects with the goal that making such progress by utilizing inventiveness, deftness, adaptability, expertise decent variety and IT innovation turns into a custom. ACI check outside condition for contrasting industry rehearses benchmark best practices and executes competency administration projects to offer extraordinary administrations to our esteemed clients. Colossal and unconstrained shared endeavors are made with the key plan of accomplishing perfection in conveying altered administrations to meet the regularly changing advancement needs of the HR. ACI plan key learning guide comprising custom fitted learning methodologies for each of our representative groups of the business divisions, in light of a mutual vision, to make us a pleased individual from a learning association. ACI embrace best innovation based modules, procedures, offices, in-house and outside resources/coaches to guarantee the best come back from human advancement ventures. Corporate Values of ACI are inserted during the time spent planning, creating and conveying every action of Training Department all through the association.

### **3.4.1 The trainee selection:**

Training is not provided all employees at a time. There are some groups of people who are selected as to have training session. The training is provided according to the company necessity. There have two kinds of two kinds of training session.

#### **I. Newly joined employee:**

When a huge number of employee join the company for field job, all of them have to join training session for around 1 month. They have to stay under the company provided shelter, food etc.

#### **II. Employee needs:**

When company feels any gap within employees on special qualification during any execution, the training and development team select them and inform them to attend the training session which is organized accordingly. Sometimes, employees have demand on specific topic for training to enrich the execution quality and the training and development team has to organize those sessions on special demand.

### **3.5 Performance appraisal:**

After joining the company, employees have to perform according to the company need. The compensation and benefits is a related point here. The compensation and benefit package is designed according to the job profile. But festival bonus is provided equally to the all employee. The HR of ACI continuously keep update about employee's performance.

#### **3.5.1 KPI (Key Performance Indicator):**

KPI is the measurement tool of employee performance. Each employee has KPI set and at the end of the year HR team compares their performance with the selected KPI. But there is not same type of KPI set for each employee. It differs from department to department and job profile to job profile. Moreover, KPI adds value at the end of the year for promotion in terms of salary or in terms of position.

### 3.5.2 Performance:

Attending regularly in the office is part of performance. There have quarter period to measure whether the employee is performing well or not. However, all the HR employee of ACI has to send a mail to the supervisor about the last day performance at the first hour of the office. In this way, supervisors can operate properly to their line employees and regular feedback helps to stay communicated with line managers.

### 3.6 MIS (Management Information System):

MIS bureau of ACI guarantees the general IT related backings for the organization. With the MIS department, the KPI regulation of supervisor becomes easy. The regulatory of an employee, attendance per month or year can easily identify.

This division deals with a smooth operation of software's, equipment investigating and business databases identified with deals and stock. The MIS office comprises of proficient and talented developers and programming designers. MIS gives modified report and information examination to the administration to encourage viable basic leadership.

### 3.7 Competitors Analysis:

ACI is not the only multi manufacturing company in the market. There have also different company who produce same product for the sake of customers. In that case, to hold the market share ACI needs to analyze its competitors. So, here the competitors detail-

- **Pharmaceuticals:**The major competitors of ACI pharmaceuticals are-

Company	Share (%)
Square Pharmaceuticals Limited	20.6%
Incepta Pharmaceuticals Limited	7.53%
Beximco Pharmaceuticals Limited	7.09%
The Acme Laboratories Limited	5.25%
Eskayef Pharmaceuticals Limited	4.64%
ACI Limited	4.52%
Opsonin Chemical Industries Limited	4.30%

*Source: 20% Convertible Zero Cupon Bond Prospectus*

- **Agri business:** The competitors of the ACI Agree Business-

### Animal Health:

Company	Share(%)
Renata	10.83%
ACME	8.83%
ACI Limited	8.33%
Novartis	6.66%
SK+F	5.33%
Square	4.66%

*Source: 20% Convertible Zero Cupon Bond Prospectus*

- **Seeds:**

Company	Share (%)
Supreme Seed company	13%
LalTeer Seed	9%
ACI Limited	6%
Brac Seed	6%
A. R Mallik Seed	5%
Aftab Seed	2%

*Source: 20% Convertible Zero Cupon Bond Prospectus*

- **Cropex:**

Company	Share(%)
Chowdhury Enterprise	20%
M.S. Trading	10%
Madina enterprise	10%
ACI Limited	5%
Trade excel Agro	5%

*Source: 20% Convertible Zero Coupon Bond Prospectus*

- **Fertilizer:**

Company	Share (%)
ACI Limited	19.6%
Padma Agrochemical Limited	8%
Syngenta Bangladesh Limited	6.20%
Global agrovet Limited	6%
Alpha Agro chemical Limited	5.6%

*Source: 20% Convertible Zero Coupon Bond Prospectus*

## Chapter-4

### 4.0 My major tasks:

#### ● CV Sorting:

Screening resumes is the way toward arranging resumes to preclude applicants utilizing progressively more natty gritty examinations of the resumes. The goal is to find the most qualified contender for an open job. While some of this should be possible with the guide of computerization and PCs, there are still aptitudes and methods that assistance rapidly taking out unfit applicants.

Generally, I had to download hundred in numbers of CV from the bdjobs.com according to the criteria. The criteria depend on the job description and job specification of the company's vacant position. In that case, I need to go through all the CVs to identify the capable one and the selected CV I needed to download. In this way, I was to submit around 150 CVs per week. Moreover, the CVs which were sent via post office by interested candidates to the ACI head office also need to check and select accordingly.

#### ● Summarization of CV:

A target proclamation or expert rundown is a discretionary resume area. This area can fill in as a point sentence for your resume. The objectives recognized in your target (the sort of industry or position you are looking for) characterize the concentration for the rest of your report. The resume segments that follow (education, encounter, etc.) are a chance to give supporting proof to your goal.

Among all those sorting CVs, the HR recruitment team again used to select and finally selected CVs were sent to me to make CV summary. In the CV summary, the candidate's name, father's name, mother's name, educational qualification, educational institutions, home districts, contact number and total years of experience were need to include from the CVs.

#### ● Organizing Question Paper:

In the ACI all employees need to go through the written exam before facing the interview. In that case, the question sets are differs from position to position. Some positions prefer to have more mathematical knowledge and some positions prefer to have more analytical knowledge eventually some positions prefers to have more informative knowledge.

Depending on all those positions need, the question papers are designed by the recruitment team. My major task was to make questions here. In that case, I had to submit two or three set of question papers and among them most qualified one selected. In the question paper there were four sections. Comprehensive question part, analytical part, mathematical part and written part were in the question set. The marks were varied to question to question. Lastly, I need to print the question paper according to the candidate number.

- **Monitoring Exams:**

All examiners got calls before 3 or 4 days of the exam so that they can have preparation. I performed my role as a coordinator by providing them exams script, aware them by the rules of the exams and alert them with the time. After the exam, I need to count and check their name and phone number as well as, submitting those exam script to recruitment team.

- **Check Exam Script:**

The answer sheet was provided to me and my job was to check those scripts and marking accordingly. But except the written part I had to check the whole script paper and there were negative markings as well for wrong answers.

- **Selected Candidate Profile:**

After checking the exam script and final markings, the candidate profiles were needed to upgrade with the total marks. And finally the candidate profile was ready to call them for next process, interview.

- **Making Calls to Candidates:**

Here, I needed to make calls to the all candidates who were selected for the next arrangement. Around 5 days before the interview, all the candidates should receive the call. There were some candidates who missed the call and for them after sometimes needed to make calls again. Some of them showed there negativity or some of them switched off their phone. In that case, the final candidate profile becomes ready after the phone calls. Finally, before the day of interview I needed to reach all the candidates again to make sure their presence on the time.

### ● Co-ordinate Interview process:

From the very first minute of the interview I follow up them properly. I needed to maintain the sequence of the candidate profile. I had to maintain proper communication with both the interviewer and interviewee during the interview session. In the interview, the interviewer basically used a format to mark the candidates and the highest marks will ensure the job of the candidate.

ACI LIMITED							
INTERVIEW RATING FORM							
NAME: _____		POSITION: <i>Executive, Local Purchase</i>					
ATTRIBUTE	Weight age	R A T I N G					Total (Weight age X Rating)
		Outstanding 10-9	Very Good 8-7	Fair 6-5	Avg 4-3	Poor 2-1	
Appearance	1						
Qualification for the Job	1						
Track Record & Relevant	2						
Communication Skills	2						
Leadership Qualities	2						
Enthusiasm and initiative	1						
Confidence/Maturity/Personal	1						
	<b>10</b>						
Strength for this job: _____							
Deficiency/Doubt on any aspect: _____							
If the candidate is selected; specify any aspect to be particularly stressed during probation? _____ _____							
Suitability for the Job:							
Travel							
Long hours/Job Record							
Understanding of the Job							
Commitment to a career							
Motor Cycle Driving License							

### 4.1 SWOT Analyze:

SWOT Analyze is one of the most popular theories to measure the market condition of the company in terms of strength, weakness, opportunity and threat. Moreover, SWOT analyze of ACI has been given below-

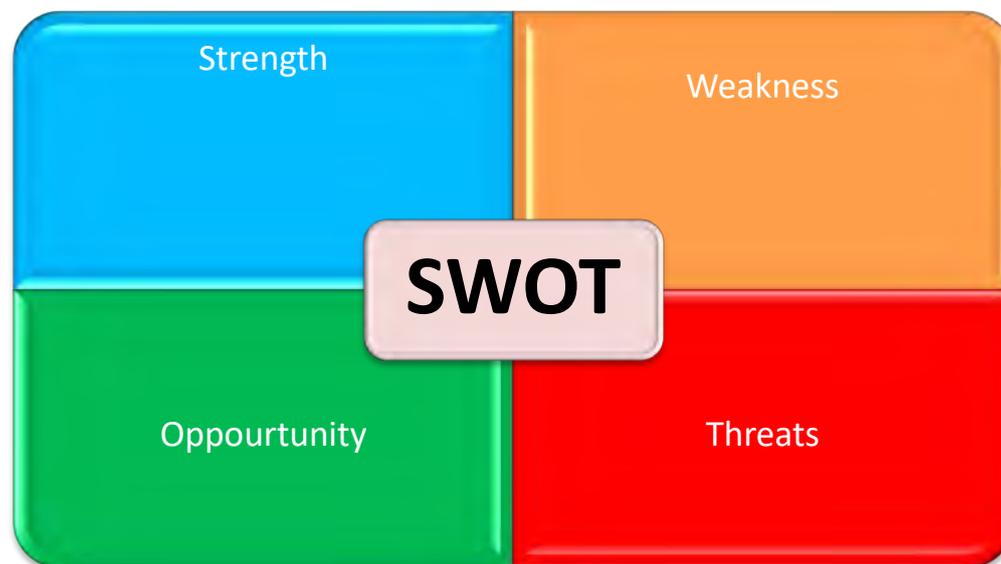
#### ●Strengths:

They have entrenched brand picture and broadened items and organizations. They are well thought of by purchasers. They have thoroughly thought out useful zone procedures

(production, marketing, back). ACI has agreeable condition. They approach economies of scale. They have propelled innovation. They have advancement capacities and demonstrated &capable administration. Mentor and student both are exceptionally wary to give a valiant effort. They have separate preparing office which takes mind every single preparing program very sincerely. They have high talented coaches and magnificent settlement for the learners. ACI also offers work related in house preparing which causes the representatives to actualize their learning in the employment. They additionally have fantastic condition and preparing materials offices.

● **Weakness:**

ACI has frail market picture for couple of items. They have absence of in-house experienced



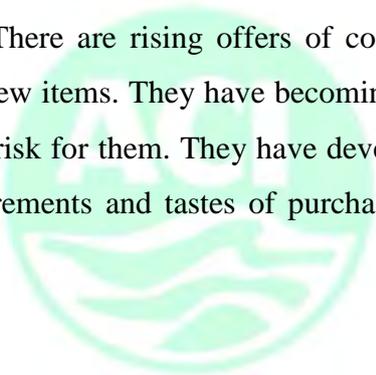
trainers. They likewise have absence of mentors of adequate on-field involvement. They have absence of preparing for new participants in the association. In ACI, interior mentor for the most part prepares. They also need outside coach to bring a few varieties. The workers are not roused to do attaining program. The trainings happen in occasions. They have to come to office at Fridays and Saturday which denotative them. The trainings are useful for other purposes rather than their booked employment. As the preparation programs are long time, they feel exhausting and they don't give careful consideration which prompts incapable learning. After a worker finishes training, the organization does not issue any endorsement. They don't have any case studies training.

**●Opportunity:**

ACI is catching new national and universal market. They are growing product offering to meet more extensive scope of client needs. They have capacity to move to better vital group. They have lack of concern among equal firms and they have additionally quicker market development. On the off chance that inexperienced mentor is procured, they can prepare up a fruitful group in future. Preparing program incentive to execute which will help them later on to do a specific undertaking. Training program enable them to acquire information they too have chance to learn professionalism. They have great chance to learn new systems which will help them to do job duties all the more effectively.

**●Threat:**

ACI has settled contenders. There are rising offers of contender items. They have slower showcase development for a few items. They have becoming aggressive pressures. Increased swelling of the economy is a risk for them. They have developing bartering power of clients or providers. Changing requirements and tastes of purchasers is additionally a risk for the organization.



*ACI Limited*

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## Chapter-5

### 5.0 Findings:

Major findings of the study:

- The HR team does not check properly the examination script of the candidates.
- They do not have as much space to co-ordinate interview properly, arrange sittings for joining session etc.
- They recruit huge amount of employee every month which indicates whether the turnover ratio is very high or ACI is offering employment but they do not have control over the continuous turning over.
- ACI does not publish recruitment advertisement on its own website.
- The organization continuously tries to keep up great workplace, wellbeing and security strategy which is confirmed globally.

### 5.1 Conclusion:

ACI Ltd. represents an organization that thrives for continuous learning and organizational development. For them, organizational development includes a creation of a strongly-bonded culture; maintaining discipline; continuously adapting to changes resulting from both internal and external environment; developing human resources through ongoing development and evaluation initiatives; and completing tasks and go within a given time frame. ACI continually focusing on corporate social responsibility and adapting to changes will automatically lead to successful company. Thus, developing a strong HR department for organization development is becoming an important aspect for the company.

To be fruitful, tireless commitment and devotion of the associations human asset administration is especially required. To contend in the worldwide and also in neighborhood advertise in antagonistic circumstance the HR supervisors work has turned out to be much more troublesome in the present regularly changing business condition. Creating designs in a dynamic circumstance requests basic investigation of the circumstance and strictly holding fast to the center main of the association. As ACI Ltd is decentralized organization animation and center values are esteemed by everybody inside the association, working in unique circumstance is less demanding than it appears.

In this report, I tried my level best to identify the recruitment and selection procedure used by ACI Ltd. In this report I tried to implement my academic knowledge from all HRM course to real life working place.

Lastly, the company should focus more in quality rather the quantity in terms of recruitment and selection process. The company also should give priority to the potentiality rather than the representative look. The Bangladesh Govt. can help them to flourish their business worldwide

## **5.2. Recommendation:**

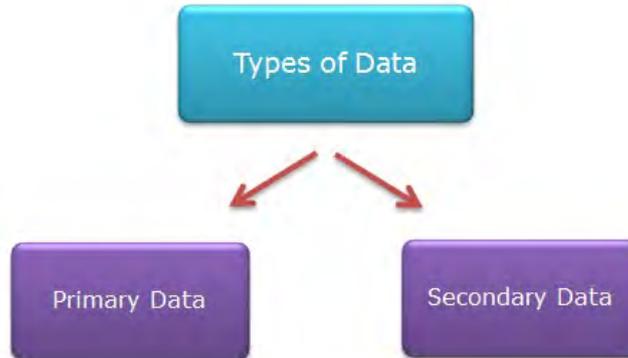
- ACI should utilize inventive versatility way which implies portability in the association toward any path, including up, down and from side to side.
- There is no legitimate rule in ACI enrollment spending which ought to be set up.
- ACI should use more structured process of recruitment and selection process to establish good planning.
- There should have continuous improvement process.
- ACI should accuse the medical report of the final candidate to have average idea about the candidate's health.

*ACI Limited*

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## Chapter-6

### 6.0 Appendix:



**ACI LIMITED**  
**INTERVIEW RATING FORM**

NAME: \_\_\_\_\_ POSITION: **Executive, Local Purchase**

ATTRIBUTE	Weight age	R A T I N G					Total (Weight age X Rating)
		Outstan- ding 10- 9	Very Good 8- 7	Fair 6-5	Avg 4-3	Poor 2-1	
Appearance	1						
Qualification for the Job	1						
Track Record & Relevant	2						
Communication Skills	2						
Leadership Qualities	2						
Enthusiasm and initiative	1						
Confidence/Maturity/Personal	1						
	<b>10</b>						

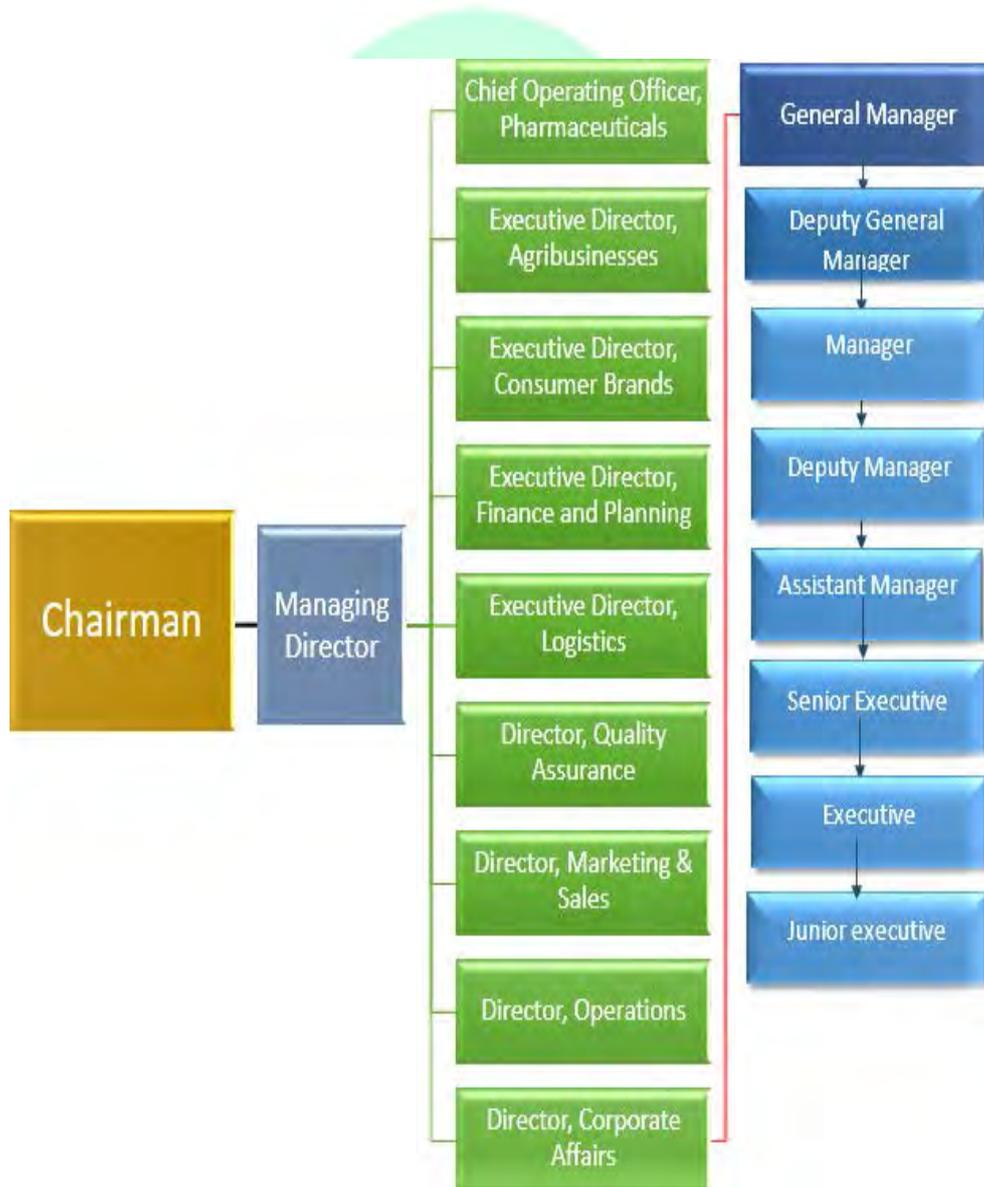
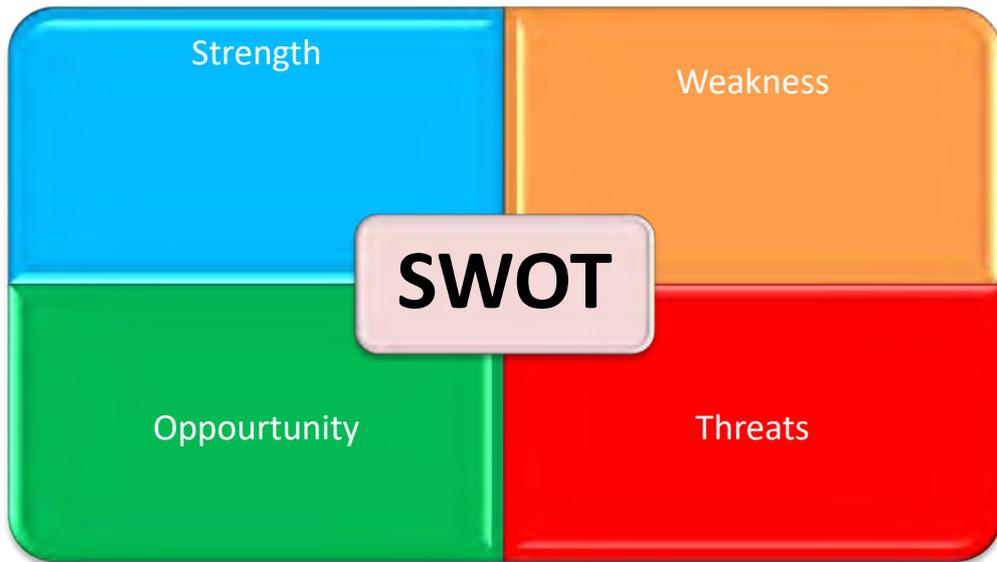
Strength for this job: \_\_\_\_\_

Deficiency/Doubt on any aspect: \_\_\_\_\_

If the candidate is selected; specify any aspect to be particularly stressed during probation?  
\_\_\_\_\_  
\_\_\_\_\_

**Suitability for the Job:**

- Travel
- Long hours/Job Hazard
- Understanding of the Job
- Commitment to a career
- Motor Cycle Driving License



## 6.1 Reference:

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*ACI Limited*

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