



I n s p i r i n g E x c e l l e n c e

Internship Report
On
Impact of Working Environment on Job Satisfaction at

accfintax

Submitted To
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Date of Submission-8 May,2019

**Topic: Impact of Working Environment on Job
Satisfaction at**

accfintax

Compliance, Convenience, Performance

Letter of Transmittal

15 April,2019

MayeshaTasnim

Lecturer

BRAC Business School

BRAC University, Bangladesh.

Subject: Submission of the Internship Report on “**Impact of working environment on job satisfaction at accfintax**”

Dear Mam,

I am here by presenting my report on "**Impact of working environment on job satisfaction at accfintax**". While setting up this report, I have filled in as an intern at **accfintax** under my supervisor Mr Saiful Hossain Shaheen. I feel most fortunate to be related with a cultivated, capable duty consultancy firm. I have endeavored my best to make this report as valuable, utilitarian, reliable and noteworthy as could be normal considering the present situation. In game plan of this report, I have reviewed couple of destinations of Accfintax from the web, and coordinated couple of gatherings. I earnestly believe that this report will satisfy your essentials and wants. Much obliged to you.

Yours Sincerely,

Sadia Chowdhury

ID: 15204090

BRAC Business School

BRAC University

Letter of Endorsement by the supervisor faculty

The Internship Report entitled “**Impact of working environment on job satisfaction at accfintax**” has been submitted to my Internship advisor Ms. MayeshaTasnim Faculty of BRAC Business School on 8 May , 2019 by Sadia Chowdhury, ID-15204090. The report has been acknowledged and offered to the Internship Defence Committee for evaluation.

Acknowledgement

At the most punctual reference point, I am genuinely offering thanks toward the Almighty Allah. Satisfaction of anything requires reinforces from various sources. I am particularly honored to get the genuine course and supervision from different experienced people. My veritable thankfulness goes to Assistant Manager MrSaiful Hossain Shaheen&Manager Mr. MonjurMorshed who have been so kind and supportive to me amidst my Internship period. It was a noteworthy benefit to work with such kind, devoted and steady people. I am significantly committed to my provisional position to my advisor Ms. MayeshaTasnim, Lecturer, BRAC Business School who permitted and reinforced me. I am enormously thankful for giving me such an open entryway, to the point that has propelled my area of adapting massively. At last I should need to thank every single diverse social event who have helped me for get-together information and completing the report.

Executive Summary

This report is set up based on my three-month internship period with Accfintax. This temporary position program helped me to find out about the down to earth situation of a consultancy firm. This report has been introduced dependent on my perception and experience accumulated from the organization. The association has numerous divisions and offices yet the spotlight is given more on the dimension of worker fulfillment as I just got the chance to fill in as HR intern in HR Department. The report specifies about the offices and advantages **accfintax** gives to their workers. An assessment is led to make a determination on the impacts of these . The outcome that is found is very significant. Anyway **accfintax** should work a great deal to persuade and support their current representatives. The aftereffect of the assessment is portrayed in subtleties in this report in the later parts. Subsequent to knowing the situation of **accfintax** in terms of their worker fulfillment a ton of suggestion came up. The report likewise comprise suggestions and end as indicated by my perspective, which I think would improve nature of the association whenever actualized.

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Chapter-1

Organizational Overview

1. Organizational overview

accfintax is an autonomous expert administrations supplier with unmistakable nearby quality and comprehension in Accounting, Finance, Tax, VAT and Business Process Outsourcing (BPO). Accfintax has given superb budgetary, tax collection and Management administrations to an assorted and effective customer base working crosswise over different industry And business section. It began its training in this vision in first July, 2017. Since at that point, as a creative and exceedingly proficient bookkeeping and counseling firm, **accfintax** fills in as trusted and esteemed counselor to more than 30 customers by conveying goal, clear and viable exhortation to help their customer's development and prevail in their picked field. As an expert counselor, we give top to bottom answers for their esteemed customers that should be possible in a given purpose of time thinking about their business prerequisites and monetary condition. Accfintax is extraordinarily situated to give quality, financially savvy and down to earth exhortation to customers that incorporate global enterprises, private organizations, non-benefit associations, legislative substances, developing or start-up firms, combined with the individual relationship, esteem based expense structure and administration coherence.

In late ninety's, **accfintax** on a very basic level broadened its organization advising organizations in order to fulfill the growing needs of their clients and the challenges of the promising Bangladesh economy. **accfintax** uses qualified specialists who work under the prompt supervision of assistants in the fields of accounting, charge gathering, business cautioning organizations, guiding and other remarkable assignments

1.1 Resources of Accfintax

We accept fruitful and convenient administration conveyance is a group effort. We engage our group and offer them the chance to develop with **accfintax**. Our current resources include:

Partners	Three
Managers	Two
Consultants	Ten
IT Professionals	Two
Administrative and Support Staff	Three

1.2 CORE VALUES:

- We trust in the followings:
- For our customers we take a stab at brilliance;
- For our kin we give strengthening;
- For our key accomplices we esteem decent variety;
- For our calling we exhibit trustworthiness;

For our partners we owe stewardship;

1.3 MISSION:

To exceed expectations our determined endeavors for the enduring development of our customers.

- To keep pace with worldwide development and advancement in innovation and polished skill with high moral standard.
- Identify-Analyze-Prioritize-Deliver Solution, that is the manner by which we serve their esteemed customers.

1.4 VISION:

Building an organization as procedure conveyance, consultancy and warning firm where administration beneficiary will have their trust and certainty.

1.5 Shared Beliefs:

- Outstanding incentive to customers.
- Commitment and uprightness to one another.

1.6 Departmental Function of Accfintax

accfintax has five major departments:

- Human Resource
- Tax
- BPO
- RJSC
- IT

❖ **Human Resource**

The Human Resource Department of **accfintax** is one of the most active departments which are also known as Personnel Management.

The responsibilities are-

- Recruitment and Selection
- Training & Development
- Allocate Annual Holidays
- Employee safety
- Performance Appraisal

❖ **Tax**

- Corporate and individual tax planning
- Preparation of withholding tax return (TDS)

❖ **BPO**

- Monthly accounts preparation
- Monthly Accounting service
- Management accounts preparation
- Inventory Counting
- Financial projection
- Payroll Management.
- Customized Accounting Software (ERP)

❖ **RJSC**

- Company formation
- Company dissolved
- Share Transfer/New share issue
- Annual return filing

❖ **IT**

- networking of computers in the company
- Implements the use of network and operating systems
- Properly maintenance hardware issue
- Implements the use of network & operating systems
- Setting up accounts for new users
- Installing and configuring computer hardware,software,systems

Chapter-2

SWOT Analysis

2. SWOT Analysis

Strength <ul style="list-style-type: none">• Partners are high profiled• Employees are experienced• Increasing client base• Strong internal control• Office location is in accessible corporate area	Weakness <ul style="list-style-type: none">• Not too much recognized consultancy firm• Lack of high profile client• Lack of marketing department
Opportunities <ul style="list-style-type: none">• There is huge opportunity of uncaptured market share• Each & every company needs business shares, tax consultants & business projects• Our service has high demand in market	Threats <ul style="list-style-type: none">• Lots of CA firm competitors• Tax lawyers can do tax & RJSC work in cheaper rate

Chapter 3

Description of the total business

3. Description of Total Business

3.1 Services provided by accfintax:

accfintax causes their customers to keep pace with focused and quick moving business environment, offers wide scope of administrations. Its mastery stretches out into various zones of budgetary, tax assessment, the board and warning issues. It additionally renders administrations to universal advancement offices and exile experts those are related with different ventures in Bangladesh.

The greater part of the basic regions of administrations are:

DIRECT TAX	INDIRECT TAX
<ul style="list-style-type: none"> • General charge warning • Deferred charge calculation and application • Tax appraisals and advance • Assistance in dealing with questions and demands for data from expense specialists 	<ul style="list-style-type: none"> • VAT return arrangement (retaining VAT return or VDS) • VAT enlistment • VAT consultancy • VAT current record keeping up Tank figuring

Business Advisory and Transaction Services	BPO
<ul style="list-style-type: none"> • Achievability Study. • Technical Collaboration. • Company Formation and Corporate Services. • Setting up Connection / Branch Office. Market Research, Survey and Studies. 	<ul style="list-style-type: none"> • Book-keeping & Accounting. • Secretarial Services. • Provident Fund accounting. • Periodical return preparation & filing. • Article Management and record keeping.

CENTRE FOR PROFESSIONAL SERVICES	REVIEW, DOCUMENTATION & REPORTING
<ul style="list-style-type: none"> • Fund (PF/GF) • Accounting re-appropriating • Accounts receivables the executives • Payroll re-appropriating • Fund the executives redistributing • Capital planning • Feasibility examine • Due perseverance ❖ Business due perseverance ❖ Tax due perseverance ❖ Operational due perseverance 	<ul style="list-style-type: none"> • Business and offer valuation • Structured financing warning

Verification	REGISTRAR OF JOINT STOCK COMPANIES (RJSC)
<ul style="list-style-type: none"> • Fixed resource compromise and the board • Inventory the executives 	<ul style="list-style-type: none"> • Creation of companies • Annual return for AGM • Annual return for changes • Communication and articles of association

TRADE & COMMERCE	IT SUPPORT
<ul style="list-style-type: none"> • Trade license • TIN certificate • VAT registration • IRC & ERC • BIDA registration 	<ul style="list-style-type: none"> • System architecture • System implementation • System registration • System functionality checks • System testing

3.2 Major Industries receiving services:

<p style="text-align: center;">Ready Made Garments</p> <ul style="list-style-type: none">• E.H.Fabrics Ltd.• Florence Fabrics Ltd.• Faiza Industries Ltd• Anamica Washing& Dying ltd• Denim Fashions Ltd• Fraulen Fashion Ltd• Asmoor Ltd• Alauddin& Sons (pvt) ltd
<p style="text-align: center;">Food& Beverage</p> <ul style="list-style-type: none">• ENA food& beverage
<p style="text-align: center;">Real Estate</p> <ul style="list-style-type: none">• Momen Real Estate Ltd
<p style="text-align: center;">E-Commerce</p> <ul style="list-style-type: none">• Chaldal Ltd• Leisfita• Dinratri

Interior Design

- House De Arch
- K6T
- Arterior
- Core Architecture

IT Firm

- Landknock
- Forest Interactive
- Mayalogy Limited

Manufacturing

- Atik Auto Rice Mill

Commercial services

- Courier& Cargo services
- Overseas Courier Services(OCS)
- Ahnaf Logistics Ltd.

Hospitality

- Hotels& Resorts

Chapter 4

Introduction of the study

4. Introduction of the study

4.1 Rationale of the study

I researched a lot and chose this topic after a great thought. In the modern era, organizations are facing several challenges due to the dynamic nature of the environment. One of the many challenges for a business is to satisfy its employees in order to cope up with the ever changing and evolving environment and to achieve success and remain in competition I saw in Accfintax during my internship moment that some employees are not satisfied with the facilities provided by the company. That affects me a lot and seeing their condition, I have decided to choose this topic.

4.2 Statement of problems

In Accfintax, All employees are experienced but they do not get the facilities that they deserve. Gratuity fund, provident fund, yearly bonus are not in the company, office hours are too much lengthy. Sometimes employees have to stay whole night if there are lots work pressurized on them. For their overtime work period, they do not get extra salary. This is very pathetic for them.

4.3 Scope of the report:

The principle aim of the investigation is the benchmarks and impacts of worker fulfillment to discover comprehend and archive the procedures and exercises conveyed by **accfintax** and relate them to get an unmistakable image of the dimension of the general representative fulfillment. The report covers insights regarding the item and administrations, outline and furthermore offices given by the organization to fulfill their representatives. The principle center is around the investigation of the standard of offices gave and their impact on the worker fulfillment

4.4 Limitation of the report

In spite of the fact that I have attempted my best to set up this report with most extreme conceivable exertion and devotion there still exists a few constraints of this report. They are as per the following:

- The prime confinement was time imperative. I have taken in a ton of things amid my entry level position. Be that as it may, it was insufficient for me to learn and create information pretty much all representatives' perspective about the workplace. Subsequently I was unfit to lead more top to bottom and conscientious examination and incorporate that in my report.
- Every association keeps up its very own mystery that isn't uncovered to outer world. Accfintax was no exemption to this. A portion of my partners did not unveil enough data for secrecy of the association. In a couple of different cases, I was not permitted to share some touchy and private data of my specialization because of business mystery.

4.5 Origin of the Report

Internship Program of BRAC University is a Post-Graduation necessity for the BBA students. This examination is a fractional prerequisite of the Internship program of BBA educational programs at the BRAC University. The fundamental motivation behind temporary job is to get the alternate presented to the activity world. Being an associate the primary test was to make an interpretation of the hypothetical ideas into genuine experience. The temporary position program and the investigation have following purposes:

- ❖ To get and arrange detail information hands on obligation.
- ❖ To encounter the genuine business world.
- ❖ To contrast the genuine situation and the exercises learned in BRAC University.
- ❖ To satisfy the necessity of BBA Program.

This report is the result of three months long internship program led in **accfintax** and is set up as a necessity for the fulfillment of the BBA program of BRAC University. Subsequently I have to present this report dependent on the "**Impact of working environment on job satisfaction at accfintax**". This report additionally incorporates data on the items and administrations of **accfintax**, the diagram of the association and furthermore offices they offer to fulfill their representatives.

4.6 Objective of the report

The objective of the report can be viewed in two forms:

General Objective:

This internship report is prepared primarily to fulfill the Bachelor of Business Administration (B.B.A) degree requirement under the Faculty of BRAC Business School, BRAC University.

Specific Objective:

More specifically, this study entails the following aspects:

To give an overview of **accfintax**.

To focus on the products, services, work environment and facilities provided to employees of **accfintax**

4.7 Research questions

- ❖ How does efficiency criticism improve worker's profitability?
- ❖ By what means can work help upgrade representatives' efficiency?
- ❖ What are the physical workplaces that include towards representative's efficiency?
- ❖ Which commitment does a manager have towards representative's profitability?

4.8 Literature review

Work has been done to comprehend the connection between workplace and employment fulfillment all around the world in various settings throughout the years. The examination is increasing increasingly more significance with the progression of time in view of its tendency and effect on the general public. The discoveries of a Danish report propose that a firm can build its efficiency through the improvement of physical components of workplace (inward atmosphere) and may have a positive effect on firms' efficiency (Buhai, Cottini, and Nielsen, 2008). Herzberg et al. (1959)[1] created inspirational model for employment fulfillment and through research he found that the work related components can be partitioned into two classes, Hygiene elements and inspiration factors. Cleanliness elements can not cause fulfillment but rather they can change disappointment into no disappointment or momentary inspiration, though

persuasive variables have enduring impact as they raise positive sentiments towards employment and convert no disappointment into fulfillment. Without cleanliness factors (that are working conditions, supervision quality and level, the organization arrangement and organization, relational relations, professional stability, and compensation) the workers odds of getting disappointed increment Baah and Amoako (2011)[2] depicted that the persuasive components (the nature of work, the feeling of accomplishment from their work, the acknowledgment, the obligation that is conceded to them, and open doors for self-improvement and progression) encourages representatives to locate their value concerning esteem given to them by association. Further, this can increment inspirational dimension of representatives which will eventually raise inner satisfaction of workers and that the inner bliss will cause fulfillment. Hygiene factor can just aim outer joy however they are most certainly not ground-breaking enough to change over disappointment into fulfillment yet at the same time its quality is an excess of vital. As per them the Herzberg Two Factor Theory, both Hygiene and Motivation factors are connected with one another, as Hygiene factors move worker from Job disappointment to No Job disappointment, while inspiration factors moves workers from no activity disappointment to work fulfillment (Herzberg et al., 1959). Sell and Bryan, (2011)[3] built up a model on employment fulfillment by coordinating monetary factors and work condition factors to ponder the response of representatives in perilous workplace with high money related benefits and non-risky workplace and low money related advantages. The examination demonstrated that unique psychosocial and workplace factors like work place, social help has direct effect on occupation fulfillment what's more, that expansion in remunerations does not improve the disappointment level among

representatives. The directors' accessibility at desperate hour, capacity to interlink representatives, animate inventive reasoning and learning of worth of liberality in perspective on specialists, and capacity to speak with workers, are the fundamental supervision attributes. Results uncovered that with great and successful supervision, representatives' fulfillment level was high while with more unfortunate correspondence capacity, disappointment level among workers was high (Schroffel, 1999)[4]. Another investigation by Castillo, J. X., & Cano, J (2004)[5] hands on fulfillment level among employees of universities appeared that if appropriate consideration is given towards relational connections, acknowledgment and supervision, the dimension of employment fulfillment would rise. Bakotic and Babic (2013)[6] found that for the specialists who work under troublesome working conditions, working condition is a vital factor for occupation fulfillment, so specialists under troublesome working conditions are disappointed through this factor. To improve fulfillment of representatives working under troublesome working conditions, it is important for the administration to improve the working conditions. This will make them similarly happy with the individuals who work under ordinary working condition and consequently generally speaking execution will increment. An examination in telecom area by Tariq, M., Ramzan, M., & Riaz, A. (2013)[7] uncovered that there are distinctive factors like remaining task at hand, compensation. Chandrasekar (2011)[8] argue that an organization needs to pay attention to create a work environment that enhances the ability of employees to become more productive in order to increase profits for organization. He also argued that Human to human interactions and relations are playing more dominant role in the overall job satisfaction rather than money whereas management skills, time and energy, all are needed for improving the overall performance of the organization in current era.

Chapter-5

Methodology

5. Methodology

The preparation of the internship report provides some understandings on impact of working environment on job satisfaction. The information is collected from two types of sources:

5.1 Primary data

Primary information is collected by working with my colleagues. Information collected through managers, assistant manager and other employees of the company. During my work I observed and collected various information as HR intern of that company that are related with my report..

5.2 Secondary Data

Information collected from office administrative documents of the employees of the company.

Information collected from various publications, books, files & internet

Chapter-6

Analysis& Interpretation

6. Analysis & Interpretation of the data

1. Do you enjoy your company's culture

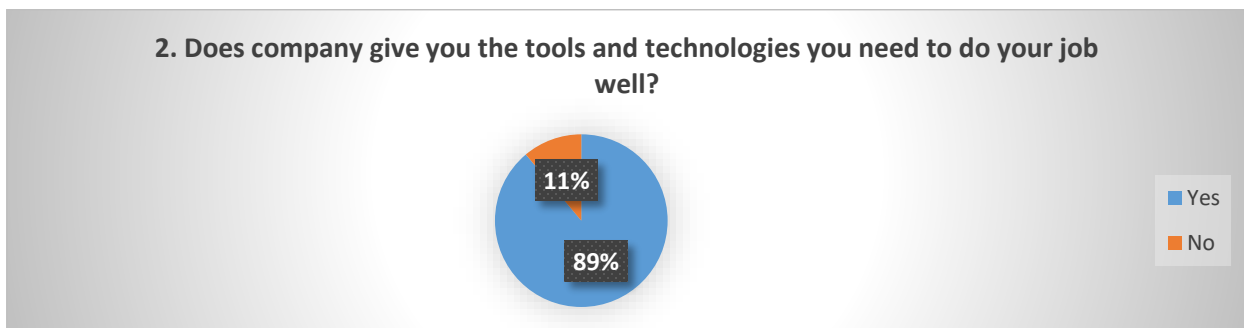
Yes	9
No	0



For the above question, everyone has given positive reply. Everyone is satisfied with company's culture. From this question, regarding the tools & technologies, it has been proved that 100% employees enjoy the company's culture.

2. Does company give you the tools and technologies you need to do your job well?

Yes	8
No	1

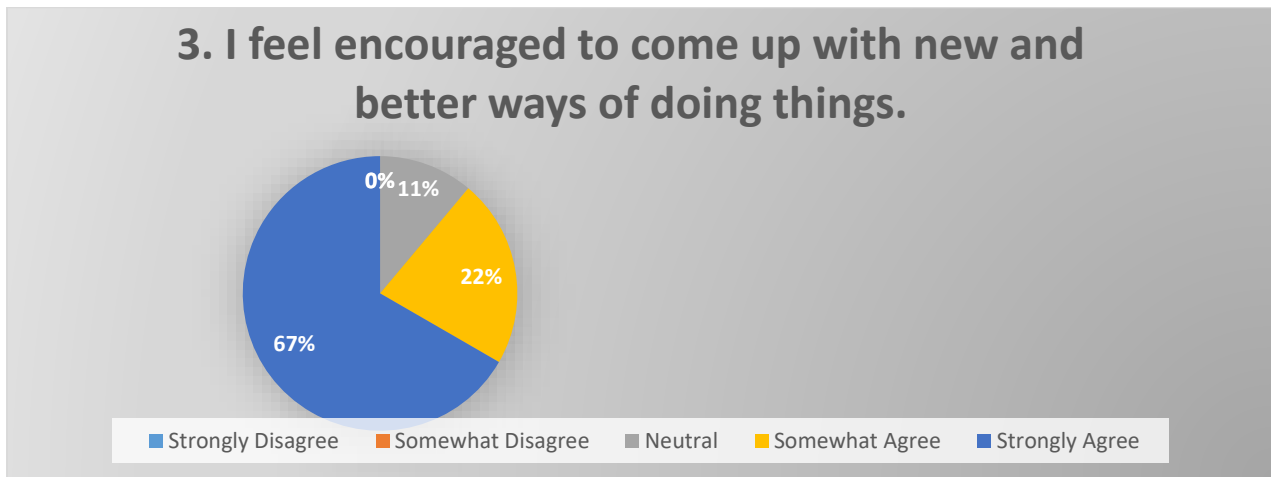


For the above question, among 9 person, 8 people have agreed, only one person has disagreed. From the question, it has been nullified that among 100% people, 89% people are

satisfied with the tools & technologies provided by the company and rest of the people are dissatisfied with that.

3. I feel encouraged to come up with new and better ways of doing things.

Strongly Disagree	0
Somewhat Disagree	0
Neutral	1
Somewhat Agree	2
Strongly Agree	6



For the above question, 6 employees have been strongly agreed, 2 people have somewhat agreed & one people is neutral. From this question, regarding the tools & technologies, it has been evident that 67% people have strongly agreed, 22% people have somewhat agreed & 11% are neutral.

4. Job makes good use of my skills and abilities.

Strongly Disagree	0
Somewhat Disagree	0
Neutral	2
Somewhat Agree	2
Strongly Agree	5

4. Job makes good use of my skills and abilities.



For the above question, 2 people is neutral, 2 people are somewhat agree & 5 people have strongly agreed. Regarding tools & technologies it is proved that 56% people have strongly agreed, 22% people have somewhat agreed,

5. Work gives me a feeling of personal accomplishment.

Strongly Disagree	0
Somewhat Disagree	2
Neutral	0
Somewhat Agree	1
Strongly Agree	6

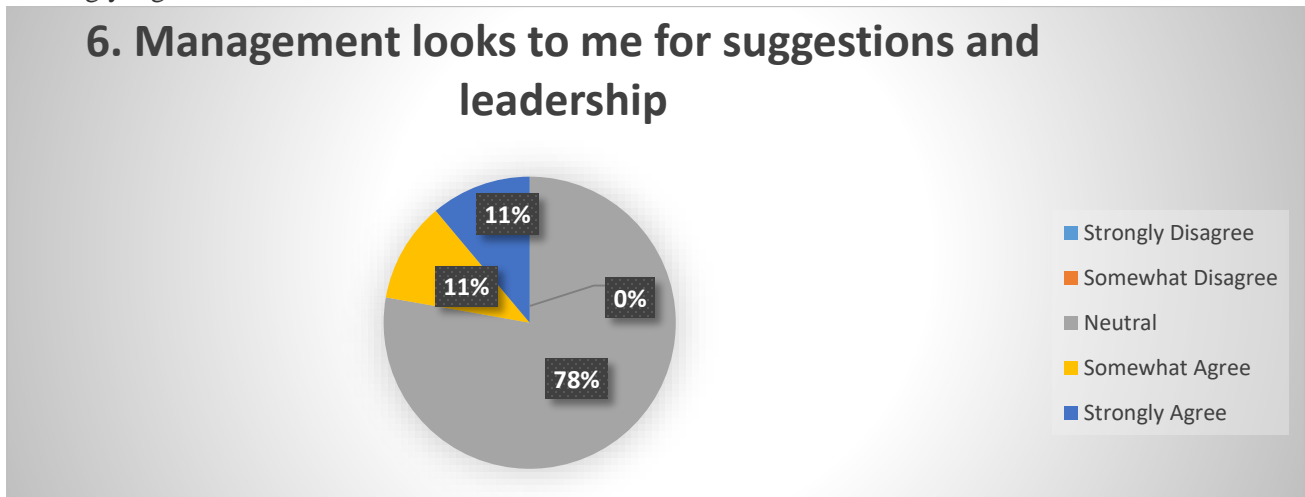
5. Work gives me a feeling of personal accomplishment.



For the above question, 2 people is somewhat disagree, 1 person is somewhat agree & 6 people is strongly agree. Regarding tools & technologies it is evident that 67% people have strongly agreed & 11% people have somewhat agreed & 22% people have somewhat disagreed.

6. Management looks to me for suggestions and leadership

Strongly Disagree	0
Somewhat Disagree	0
Neutral	7
Somewhat Agree	1
Strongly Agree	1

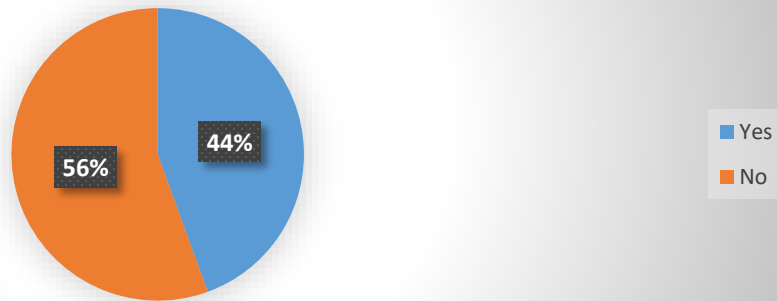


For the above question, 7 people are neutral, 1 person is somewhat agreed, one person is strongly agreed. Regarding tools & technologies it is proved that 11% of people have somewhat agreed & strongly agreed, 78% of people are neutral.

7. Are you satisfied with your office hours?

Yes	4
No	5

7. Are you satisfied with your office hours?



From the above question, it has been evident that 4 people are satisfied with the office hours & 5 people are dissatisfied. From the question, regarding tools & technologies, it has been proved that 56% people have given negative reply & 44% people have given positive reply.

8. Career opportunities & growth is immensely considered by the management ?

Yes	9
No	0

8. Career opportunities & growth is immensely considered by the management ?



For the above question, everyone is agreed. From this question, regarding tools & technologies, it has been apparent that 100% people are satisfied with the question.

9. There is good communication from managers to employees within the organization

Yes	9
No	0

9. There is good communication from managers to employees within the organization



For the above question, everyone is agreed & no one is disagreed. From this question, regarding tools & technologies, 100% people are satisfied & no one is dissatisfied.

10. Are you satisfied with your job?

Yes	9
No	0

10. Are you satisfied with your job?



For the above question, every employee is satisfied & no one is dissatisfied. From this question, regarding tools & technologies, 100% people are satisfied & no one is dissatisfied.

Chapter-7

Findings

7. Findings

In view of understanding of the investigation, it is obvious that there is certain connection between workplace and job satisfaction. Employees of the association have concurred that work space assumes an essential job in achieving work satisfaction. As the challenge has expanded and business condition is dynamic and testing, so unique associations so as to work up to their greatest potential, have to guarantee that their representatives are working in a favorable and well disposed condition. Representatives are becoming worried about the workplace which incorporates working hours, work wellbeing and security, association with collaborator, regard needs and top administration as referenced in this investigation. This assessment paper contributes towards the welfare of society as the outcomes make mindfulness about the significance of good working environment for representative employment satisfaction. They think about effects upon the future execution of organizations by paying attention to workplace more inside their Associations to build the inspiration and responsibility dimension of their workers. Along these lines their work power can accomplish better outcomes. It likewise guarantees that the representatives of the association will have the simplicity of working in a relaxed and free condition without weight or weight that would make their execution decline. The advance that will be accomplished in the business will legitimately help the economy of a nation as formative endeavors will increment. In such conditions, the nation will almost certainly handle the minor issues overarching as it will be in a solid state to manage them. The advantages of giving a decent workplace to the representatives are huge for both the association and its representatives.

Chapter-8

Recommendation

8.Recommendations

accfintax is a new company. The company has been running for two years. Therefore, it is very tough to recommend on any aspect of the company. However, as it is the requirement of the report so I have come up with few recommendations, after conducting the research.They are as follows:

accfintax can provide training on the facilities they provide, such as benefits, allowances etc so that employees have more idea on utilizing the facilities they are receiving in a proper manner.

Some employees suggested that they should be provided with more training on safety and security. After F.R Tower tragedy, **accfintax** should be more concerned about fire security because it is multistoried corporate building. Therefore Accfintax should organize training on fire safety and security for the welfare and safe guard of employees. **accfintax** could advance their disciplinary demonstrations and guidelines of discipline more to their representatives with the goal that they have total thought regarding the impacts of these measures. **accfintax** could work more on making the pay and advantages they give to make them all the more pulling in as workers discover this factor essential to help their fulfillment level. ACCFINTAX could work more on their premises to ensure against common catastrophes, with the goal that representatives feel protected as it is a basic in worker satisfaction .Accfintax could present Casual leave the same number of workers referred to do as such. They could build paternity leave. Accfintax could likewise increment humane leave, as 3 days are insufficient for somebody to recoup from stun of death of close people. The organization could lead pay survey all the more frequently as certain workers are not happy with the pay audit. This will enable the organization to fulfill their employees. Other than giving advantages and offices all the more regularly, that ascent the expense of the organization, Accfintax could work more on leading some Employee Involvement Programs to continue their representatives. Getting workers' thoughts and getting their contribution is basic in quickly evolving world. In the event that the organization will be focused, it's compulsory to include hands, yet the thoughts from everybody in your organization. The organization can likewise give acknowledgment to their representatives through a great deal of exercises at least expense. An acknowledgment program does not need to be costly. The structure of an acknowledgment program is restricted just by your creative ability. A powerful program has the accompanying parts:

Decency

High deceivability and consistency.

To be reasonable, a program must not support one representative over another, simply on account of his or her situation inside the association, or his association with his director. There must be a viable methods for distinguishing workers who ought to be perceived. In numerous projects, there is a simple methods by which representatives can designate others for acknowledgment. As an enhancement to a designation program, directors can keep arrangements of prominent representative accomplishments.

As per my conclusion there is a slight segregation among divisions at Accfintax. This might be a basic point for the association. In this way, **accfintax** could work to decrease the feeling of separation among

representatives, to keep them fulfilled. accfintaxis an extraordinary work environment in which I can say from my own understanding of 3 months time span temporary job. Be that as it may, to support their current great entertainers**accfintax** could actualize more offices. Accordingly it will likewise acquire the dimension of worker fulfillment an amazing dimension.

Chapter-9

My Working experience in accfintax

9.1. My working experience in Accfintax

I have joined in **accfintax** in 22nd December, 2018 as HR intern which fulfill the requirement of my under graduation program. From the beginning I was given the responsibility of maintaining employees daily task schedule. It was very painful for me to ask the employees of that company everyday about their daily tasks progress. Later IT specialist Mr. Iftekher Ahmed created an innovative idea to make my work easier. He made a daily task list software for the employees. Name of the software is “workplace **accfintax**”. Through this employee can personally update their tasks everyday. I just have to follow up their tasks and my work pressure has been eliminated a bit.

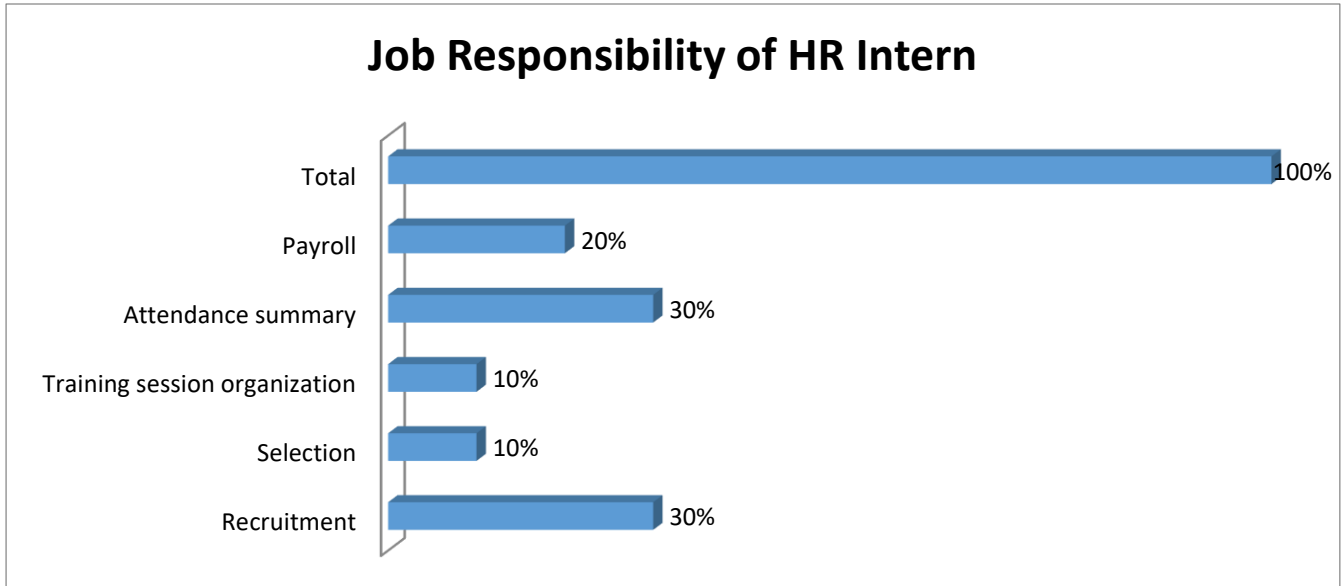
During my internship period, My two internship Supervisor Manager Mr. Monjur Morshed & Assistant Manager Mr. Saifulhossen Saheen helps me a lot performing my responsibility as HR intern. They make me understand the internal control system of the company. Moreover, they appointed me to handle administration duties of the company. They also discussed everything in brief so that I can actually perform the tasks. The practical orientation is necessary for the development and preparation of a person before entering into the corporate world.

9.2. Nature of the Job:

Worked in Accfintax as HR intern from 22nd December, 2018 to 22 March 2019.

9.3. Job Responsibility:

As I am a HR intern, my job is to maintain administrative works of the organization. My Job



description of Accfintax are as follows:

Recruitment	30%
Selection	10%
Training session organization	10%
Attendance summary	30%
Payroll	20%
Total	100%

- Recruitment the executives (Placing work prerequisite on employment entryway, mastermind and go to the enlistment session).
- Arrange introduction and reassessment program for new joined worker and follow up their improvement.
- Maintain representative information base, follow up affirmation, exchange, advancement, leave and update right away when required.

- Prepare joining and leave data, get ready participation, pay sheet, leave and missing record, preparing for definite settlement of worker work end and keep up the procedure of representative post-employment survey.
- Respond in an auspicious way to representative solicitations with the suitable correspondence and data; Implementing and imparting HR arrangements or projects.
- Prepare, keep up, and disseminate records, shapes, insights, reports in creating or modifying.
- Establish and keep up proper frameworks for estimating essential parts of HR advancement.
- Maintain and care for disciplinary issues of those worry of this organization. It incorporates Investigation, Separation, Legal Issues, move to Labor court and so forth. Ought to have information on BLL and most recent alteration made on Labor Law;
- Provide the data to the administration for building up a vital methodology on Human Resource Development and guarantee the successful usage of operational arrangement.
- Support the Executive Team in embracing best HR Practice over the Organization.
- Carry out authoritative obligations.
- Develop and keep up a filling framework.
- Coordinate office methodology.
- Resolve office-related glitches and react to departmental issues.
- Resolve authoritative issues.
- Training servants on cleaning and upkeep undertakings.
- Overseeing staff execution consistently.
- Checking rooms and basic regions, stairways for tidiness.
- Ensure consistence with security and sanitation approaches in all territories.
- Ensure all room are thought about and reviewed by norms.
- To visit whole territory and report the administration with the discoveries of visit.
- Ensuring the supply of every day work.
- To close supervision the exercises of different sorts of work conveyed in the region

Chapter-10

Conclusion

10. Conclusion

HR Department of **accfintax** is working all an opportunity to support and fulfill its representatives. As indicated by my very own experience the workplace of the association is rousing. In any case, the association needs to work a great deal to fulfill its accomplished and old representatives. The association is constantly quick to actualize new standards and activities for development. First of all, the procedure of Employee Involvement Programs may improve singular inspiration and spirit. Inclusion programs help catch the imagination, vitality, and thoughts numerous individuals have. They likewise enable offices and people to work cross-practically, and make a domain of learning and consistent restoration. This may improve work strategies and procedures constantly, lessen the expenses of working together, improve security, and diminish mishaps. Trading thoughts dependably improves correspondence and the information that top administration is open and willing to follow up on the thoughts improves trust.

Acknowledgment can be accomplished by representatives having the reward given at a social affair of workers, and by perceiving the honor in corporate correspondences, for example, the corporate pamphlet or Intranet site. As per the aftereffect of the examination and my down to earth perception the representatives appear to be very fulfilled and satisfied working in the association. Still it isn't worth less to progress in the direction of flawlessness. Consequently the association is all the time moving towards making the workplace the 'representative decision.' The aftereffect of the examination can be concurring with the down to earth circumstance of the association.

Chapter-11

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Chapter -12

Appendix

12. Appendix

Topic: Impact Of Working Environment On Job Satisfaction at Accfintax

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Disclaimer: This Questionnaire is solely for Internship Report& it won't be intended for any other purposes

Instruction: Please select the best answer which is suitable for you

1) Do you enjoy your company's culture

- Yes
- No

If No then explain in details:

2) Does company give you the tools and technologies you need to do your job well?

- Yes
- No

If No then explain in details:

3) I feel encouraged to come up with new and better ways of doing things.

- Strongly Disagree
- Somewhat Disagree
- Neutral
- Somewhat Agree
- Strongly Agree

If Disagree then explain in details:

4) Job makes good use of my skills and abilities.

- Strongly Disagree
- Somewhat Disagree
- Neutral
- Somewhat Agree
- Strongly Agree

If Disagree then explain in details:

5) Work gives me a feeling of personal accomplishment.

- Strongly Disagree
- Somewhat Disagree
- Neutral
- Somewhat Agree
- Strongly Agree

If Disagree then explain in details:

6) Management looks to me for suggestions and leadership

- Strongly Disagree
- Somewhat Disagree
- Neutral
- Somewhat Agree
- Strongly Agree

If Disagree then explain in details:

7) Are you satisfied with your office hours?

- Yes
- No

If No then explain in details:

8) Career opportunities & their growth is immensely considered by the management ?

- Yes
- No

If No then explain in details:

9) There is good communication from managers to employees within the organization

- Yes
- No

If No then explain in details:

10) Are you satisfied with your job?

- Yes
- No

If No then explain in details: