

**Report On**  
**A study on Training & Development on a Particular Department:**  
**(Recruitment & Selection Process) of MIR Group of Company**  
**Limited.**

By  
Ismam Atik Joy  
ID: 17204087

An internship report submitted to the BRAC Business School in partial fulfillment of the  
requirements for the degree of  
Bachelor of Business Administration

BRAC Business School  
BRAC University  
January 2022

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## Declaration

It is hereby declared that

1. The internship report submitted is my/our own original work while completing degree at BRAC University.
2. The report does not contain material previously published or written by a third party, except where this is appropriately cited through full and accurate referencing.
3. The report does not contain material which has been accepted, or submitted, for any other degree or diploma at a university or other institution.
4. I/We have acknowledged all main sources of help.

Student's Full Name & Signature:

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Ismam Atik Joy

ID: 17204087

Supervisor's Full Name & Signature:

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Zaheed Hosein Mohammad Al-Din

Senior Lecturer

BRAC Business School

BRAC University

## Letter of Transmittal

Zaheed Hosein Mohammad Al-Din

Senior Lecturer

BRAC Business School

BRAC University

66 Mohakhali, Dhaka-1212

Subject: Submission of Internship Report

Dear Sir / Madam,

This is my pleasure to submit my internship report on “ A study on Training & Development on a Particular Department (Recruitment & Selection Process) of MIR Group of Company Limited, which was a requirement as my last bachelors course of Bus400.

I have attempted my best to finish the report with the essential data and recommended proposition in a significant compact and comprehensive manner as possible.

I trust that the report will meet the desires & standard.

Sincerely yours,

---

Ismam Atik Joy

ID: 17204087

BRAC Business School

BRAC University

Date: January 26, 2022

## Non-Disclosure Agreement

This agreement is made and entered into by and between MIR Group of company Limited and the undersigned student at BRAC University .....

## Acknowledgement

First and first, I'd want to express my appreciation to Almighty Allah for providing me with the strength and blessings to continue my internship in this COVID-19 pandemic crisis, when lives are on the line. Then, I'd want to express my gratitude to my supervisor, Zaheed Hosein Mohammad Al-Din, Senior Lecturer BRAC Business School, BRAC University, for assisting me through the entire report writing and analysis process, which enabled me to get insight into how to finish this report professionally. Following that, I'd want to express my gratitude to my MIR Group supervisor for guiding me throughout my internship and providing me with the essential material for my report. Finally, I'd want to express my sincere appreciation to BRAC University for providing me with an internship that allowed me to widen my business knowledge and put my academic knowledge into practice.

## Executive Summary

Mir Group of Companies has become an integral element of many of Bangladesh's iconic projects throughout the years. We have developed to be a trusted brand among the people thanks to rigorous study, inspection, experience, a modern approach, and a firm market strategy.

Mir Group is one of Bangladesh's major corporate conglomerates, offering end-to-end construction services to both public and private organizations on both the local and international markets.

Mir Group continues its journey with the highest level of client satisfaction, backed by a solid history and progressive ambitions for the future. The Mir Group of companies have become industry leaders in their respective fields by providing the highest quality products and services.

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# Chapter 1

## Overview of Internship

### 1.1 Student Information

Name: Ismam Atik Joy

Id: 17204087

Program: Bachelor of Business Administration (BBA)

Major: Human Resource Management

### 1.2 Internship Information

#### 1.2.1 Information

Period: 3months

Company: Mir Group of Company Limited

Department: HRM Department

Address: House: B 147, Road 22, Mohakhali DOHS, Dhaka 1206

Phone: +8802222289335-9

Email: [info@mirgroupbd.com](mailto:info@mirgroupbd.com)

#### 1.2.2 Internship Company Supervisor's Information:

Jui Shaha

Senior Officer,

Mir Group of Company Limited.

#### 1.2.3 Job Scope

I worked as an HR intern to give administrative help to the HR department under the direction of the HR manager. I've also scheduled interviews with shortlisted individuals and gathered essential



payroll data, in addition to posting and removing job adverts as needed. Apart from that I have some others job responsibility as an HR intern of Mir group, these are:

- Updating corporate databases by inserting new employee contact information and employment details.
- Screening potential workers' resumes and application forms to find qualified applicants for open positions at the organization.
- Conducting interviews with applicants who have been shortlisted.
- Using job boards and social media channels to post job openings.
- Removing job postings from employment sites and social media channels when positions are filled.
- Assisting the HR department in obtaining market salary data.
- Assisting with event planning for the firm.
- Writing and sending offer and rejection letters to applicants through email.
- Organizing new employee orientations.
- Answering questions from employees on HR rules, employee perks, and other HR-related issues.

## 1.3 Internship Outcomes

### 1.3.1 Student's contribution to the company

For my internship, I began working at Mir Group on October 1, 2021 as an HR intern. I consider myself quite lucky that they allowed me to work from home throughout the epidemic. Working from home was difficult, but with the help of my superiors and coworkers, it wasn't too awful, and I gave it my utmost to deliver excellent service. Mir Group is one of Bangladesh's most well-known conglomerates, with a diverse range of services. It has established itself as a significant company face in the country and worldwide by offering high quality goods and services. I had to keep in touch with the HR director, the CFO, and my boss, the CEO, on a regular basis. My work was not repetitive since I was in contact with three reporting supervisors, and I learnt a few things beyond what was required. Many people lost their jobs and faced financial difficulties as a result of the outbreak. Due to the lockdown scenario, vital medical supplements (hand sanitizer, mask, rubbing alcohol, soap, and so on) were not reaching rural areas, despite the fact that everyone had plenty on hand.

### 1.3.2 Benefits to the student:

Working for this organization taught me how to comprehend how a business grows and how many projects to complete in the beginning. The burden is enormous because I've been given a variety of jobs by several managers. Keeping track of them all and completing them on schedule, as well as reporting on the status of contact with various partners, is a difficult task. Working as an intern and keeping track of my internship report helped me become more organized and learn how to strike a balance between the two.

### 1.3.3 Problems/Difficulties:

During my internship at Mir Group, I had a great time and learnt a lot about corporate culture, but there were several challenges I faced, the most significant of which was a lack of sufficient training in various sectors because Mir Group is a large organization with numerous departments that function together. Training and development is a field that deals with organizational activity aimed at improving individual and group performance in an organizational context. It's a multi-faceted position known as human resources development (HRD), which refers to the development of "Human" resources in order to stay competitive in the marketplace.

## Chapter 2

### Organization Part: Overview, Operations and a Strategic Audit

#### 2.1 Introduction

##### MISSION

We aspire to build sustainable, trustworthy, and lasting construction practices among enterprises of all sectors through the supply of our exceptional service, and we want to do it with an embedded pioneering spirit of construction.

##### VISION

We aspire to position ourselves as a global leader in construction support services and stay at the forefront of every sector.

##### Objective-

- To present overview of Mir Group
- To understand different functions of Mir Group
- To understand current position in the market of Mir Group
- To understand the HRM aspects of Mir Group.

##### Methodology-

Information was gathered using both primary and secondary data. My observations throughout the internship program, receiving information from my supervisor, and face-to-face conversations with staff working there served as important resources. I gathered secondary data from the data of the organization. Files created previously for the annual report, as well as for other projects and from the company's website.

##### Scope-

This report contains various details on the services provided by the firm. Also included is thorough information on how the various departments of this organization operate.

##### Limitation-

- One constraint is a lack of time.

- Due to the nature of work from home jobs, there is a lack of precise information collecting.
- Lack of knowledge of the company due to the fact that face-to-face engagement occurred just once a week.

#### Significance-

This study will assist the Mir group in determining how well their various organizational functions are working and how competitive they are in the present market. Different tactics should be used based on their present duties and positions in order to enhance or expand in this market.

#### 2.2 Overview of the Company

Mir Group is a significant conglomerate in Bangladesh, with a service line that spans many sectors. It has established itself as a significant company face in the country and overseas by delivering high quality goods and services. Mir Group has had a significant effect on the expansion of various commercial entities across the world, having serviced thousands of private, public, national, and international institutions.

The group was formed when Mir Akhter Hossain Limited, a partnership company founded by Mir Akeeb Hossain in 1968, expanded into other construction sectors such as Mir Cement Ltd., Mir Concrete Products Ltd., Mir Real Estate Ltd., and others, due to a lack of quality and trust in the relevant industries. Since then, the company has expanded and now operates in industries like as construction, cement, ceramics, real estate, energy, telecommunications, and information technology.

At Mir, we make sure that our development process is completely transparent and that we provide top-notch construction services. Each of our businesses is dedicated to meeting the highest standards and delivering on time, ensuring client satisfaction. We develop and distribute strength and setting proven ready-mix concrete blocks, as well as high-efficiency solar power solutions, all of which we manufacture and market from our own facility.

#### 2.3 Management Practices:

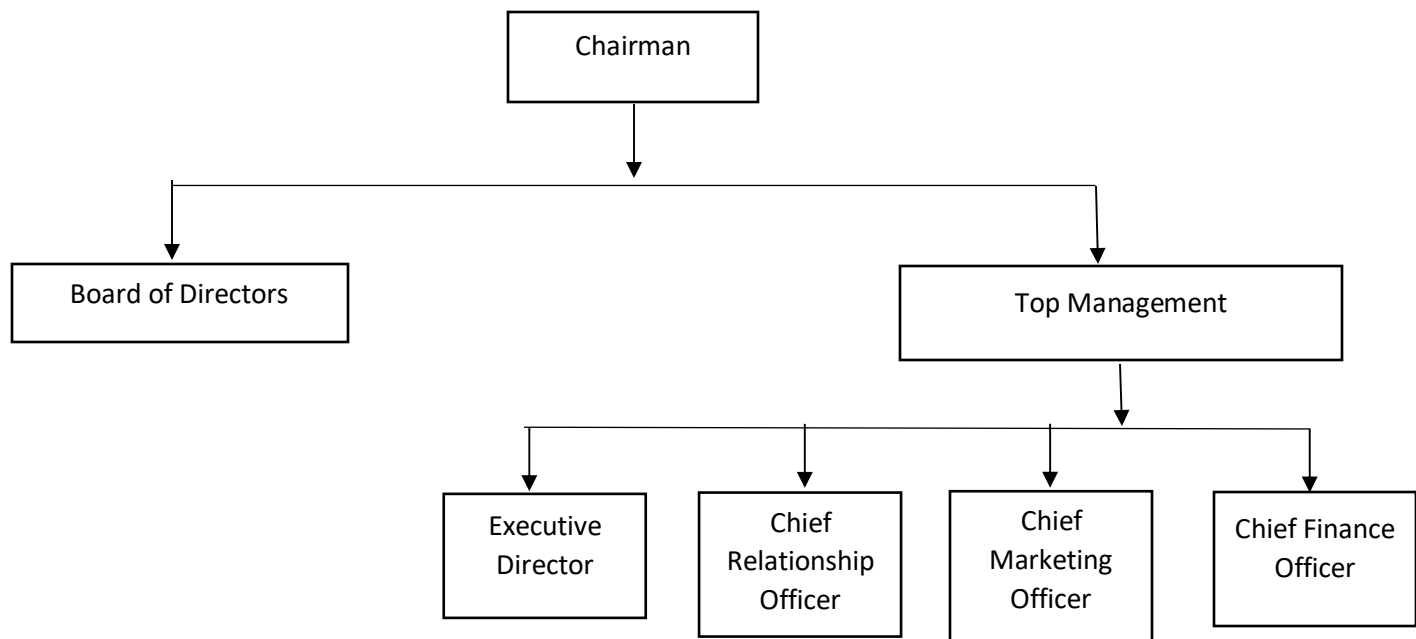


Fig1: Organizational Structure

Being the most successful business Mir Group is first employing several management strategies in order to establish a pleasant working atmosphere in which employees are not demotivated and are enthusiastic about their work. The HR manager aims to link workers with the company's goal so that they don't see it as a chore but rather as a method to assist patients heal by delivering service. The major factor that management has been focusing on here is employee engagement. Another thing that is done to increase productivity is to reward personnel. To keep employees motivated, the HR staff recognizes the employee who performs best in his or her department as employee of the month and rewards them with gift hampers or a portion of their income as a bonus. Certain laws and regulations are in place to minimize employee dispute and to make the workplace more female-friendly. The office is equipped with CCTV cameras to verify that no one is breaking the regulations. The Mir group is a firm believer in collaborative endeavors. Each department works as a unit, and the department head has implemented a continual evaluation system to guarantee that the unit is operating cohesively rather than getting off course by focusing on individual goals.

#### 2.4 Marketing Practices:

Mir group, as a major firm, has to focus more on marketing tactics, as introducing products in both rural and urban regions is now the company's main aim. Mir Group is investing a lot of work into its marketing strategy in order to reach out to customers. Mir Group uses a variety of marketing methods, including:

- Getting a handle on tactical marketing tools

- Product sales
- Market development
- Pricing strategy
- Campaigns
- Advertising
- Segmentation

In the marketing & product sales strategies some tactics that been incorporated are:

**Offer instructional blog material on social media:**

Rather than marketing the firm, Mir Group is focused on an inbound approach that include writing about the most frequent difficulties that patients have and providing solutions with useful information. Mir group occasionally held a live interview session with prominent doctors to address the challenges that most patients experience and what to do in such instances. People frequently watch shows in which experts with a reputable background provide health advice. People will learn more about the firm as a result of these kind of events.

**Customers are being asked to submit feedback:**

Those who have received services are being asked how they feel about the service and what input they would want to leave on a social media site. Best Aid is attracting larger audiences as a result of this, allowing them to learn more about the brand.

**Updates on social media:**

Since this day, several alliances and memorandums of understanding have been inked. To make the organization more trustworthy to new consumers, all success and achievements are constantly published on Facebook and LinkedIn.

**Print marketing:**

Carefully created brochures and flyers about current telehealth programs and projects are displayed on local medical's so that consumers and physicians may read the firm profile and pay attention.

## 2.5 Financial Performance & Accounting Practices:



**MIR  
AKHTER  
HOSSAIN LTD.**  
Engineers & Builders

**Mir Akhter Hossain Limited**

**Unaudited Financial Statements**

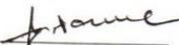
**As at and for the period ended 31 December 2020**




**MIR  
AKHTER  
HOSSAIN LTD.**  
Engineers & Builders

**MIR AKHTER HOSSAIN LIMITED**  
**Statement of Financial Position**  
**AS AT 31 DECEMBER 2020**

	<b>DECEMBER 2020</b>	<b>JUNE 2020</b>
<b>Assets</b>		
<b>Non-current assets</b>		
Property, plant and equipment	3,715,566,816	3,840,446,370
Investment in Joint Venture	11,238,951,312	10,315,894,731
Investment in Projects	580,386,010	527,926,105
	<b>15,534,904,138</b>	<b>14,684,267,206</b>
<b>Current assets</b>		
Security Deposits (Retention Money)	779,349,467	732,929,403
Advance and Prepayments	785,566,340	951,889,504
Advance income tax net of tax provision	48,134,478	48,134,478
Inventories	3,804,523,120	3,525,944,685
Cash and cash equivalents	321,564,320	476,915,521
	<b>5,739,137,725</b>	<b>5,735,813,591</b>
<b>Total assets</b>	<b>21,274,041,863</b>	<b>20,420,080,797</b>
<b>Equity and liabilities</b>		
<b>Shareholders' equity</b>		
Share capital	1,000,000,000	1,000,000,000
Revaluation Reserve	107,539,881	107,539,881
Retained earnings	2,953,585,034	2,738,465,717
	<b>4,061,124,915</b>	<b>3,846,005,599</b>
<b>Non-current liabilities</b>		
Deffered tax liability	3,325,976	3,325,976
Long term loan	10,603,518,289	13,470,491,349
	<b>10,606,844,265</b>	<b>13,473,817,325</b>
<b>Current liabilities and provisions</b>		
Short term Loan	6,278,813,431	2,612,089,755
Deferred LC	206,214,052	349,455,672
Liabilities for expenses	121,045,200	138,712,446
	<b>6,606,072,683</b>	<b>3,100,257,873</b>
<b>Total liability</b>	<b>17,212,916,948</b>	<b>16,574,075,197</b>
<b>Total equity and liabilities</b>	<b>21,274,041,863</b>	<b>20,420,080,797</b>

  
Managing Director

  
Director

  
Chief Financial Officer

  
Company Secretary (In charge)

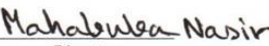
January 21, 2021



MIR AKHTER HOSSAIN LIMITED  
Statement of Profit or Loss and Other Comprehensive Income (Unaudited)  
FOR THE PERIOD FROM 01 JULY 2020 TO 31 DECEMBER 2020

	JULY TO DECEMBER 2020	JULY TO DECEMBER 2019	OCTOBER TO DECEMBER 2020	OCTOBER TO DECEMBER 2019
Revenue	1,426,081,217	1,220,335,219	684,518,984	497,964,257
Cost of execution of the contract	(1,014,371,570)	(877,421,022)	(489,163,289)	(357,538,337)
<b>Gross profit</b>	<b>411,709,647</b>	<b>342,914,197</b>	<b>195,355,695</b>	<b>140,425,921</b>
General and administration expenses	(77,912,699)	(67,922,720)	(42,071,101)	(34,678,476)
<b>Profit from operations</b>	<b>333,796,948</b>	<b>274,991,477</b>	<b>153,284,595</b>	<b>105,747,445</b>
Non-operating income	-	3,332,095	-	1,532,764
Interest expenses	(180,838,417)	(166,324,335)	(95,023,181)	(60,236,156)
<b>Profit before tax and WPPF</b>	<b>152,958,531</b>	<b>111,999,236</b>	<b>58,261,414</b>	<b>47,044,052</b>
Contribution to WPPF	(7,283,740)	(5,333,297)	(2,774,353)	(2,240,193)
<b>Profit before tax from own construction business</b>	<b>145,674,791</b>	<b>106,665,939</b>	<b>55,487,061</b>	<b>44,803,859</b>
Tax expense				
Current	(91,299,492)	(58,405,354)	(43,823,756)	(24,844,830)
Deferred	-	-	-	-
Total Tax expense	(91,299,492)	(58,405,354)	(43,823,756)	(24,844,830)
Profit after tax from own construction business	54,375,299	48,260,585	11,663,305	19,959,029
Profit after tax from Joint Venture	160,744,017	159,201,683	99,052,169	94,544,264
<b>Total net profit after tax for the year</b>	<b>215,119,316</b>	<b>207,462,268</b>	<b>110,715,474</b>	<b>114,503,293</b>
<b>Total comprehensive income for the year</b>	<b>215,119,316</b>	<b>207,462,268</b>	<b>110,715,474</b>	<b>114,503,293</b>
Basic earnings per share without other comprehensive income	2.15	2.07	1.11	1.15

  
Managing Director

  
Director

  
Chief Financial Officer

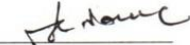


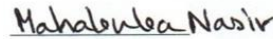
Company Secretary (In charge)

January 21, 2021

MIR AKHTER HOSSAIN LIMITED  
Statement of changes in equity  
FOR THE PERIOD FROM 01 JULY 2020 TO 31 DECEMBER 2020

Particulars	Share capital	Reserves and surplus			Total
		Retained earnings	Revaluation reserve	Total reserves and surplus	
	Taka	Taka		Taka	Taka
Balance as at 01 July 2020	1,000,000,000	2,738,465,717	107,539,881	2,846,005,599	3,846,005,599
Profit after tax for the period 31 December 2020		54,375,299	-	54,375,299	54,375,299
Profit after tax from Joint Venture	-	160,744,017	-	160,744,017	160,744,017
Balance as at 31 December 2020	1,000,000,000	2,953,585,034	107,539,881	3,061,124,915	4,061,124,915

  
Managing Director

  
Director

  
Chief Financial Officer

  
Company Secretary (In charge)

January 21, 2021



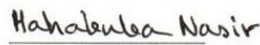
**MIR AKHTER HOSSAIN LIMITED**  
**Statement of cash flows**  
**FOR THE PERIOD FROM 01 JULY 2020 TO DECEMBER 2020**

	<u>JULY 2020 TO DECEMBER 2020</u>	<u>JULY 2019 TO DECEMBER 2019</u>
<b>A. Cash flows from operating activities</b>		
Cash receipts from customers	1,586,825,234	1,379,536,902
Cash paid to suppliers and employees	(1,191,063,131)	(1,244,904,700)
<i>Cash generated from operation</i>	<u>395,762,103</u>	<u>134,632,202</u>
Income tax deducted at source and paid	(91,299,492)	(58,405,354)
<i>Net cash generated from operating activities</i>	<u>304,462,611</u>	<u>76,226,848</u>
<b>B. Cash flows from investing activities</b>		
Purchase of property, plant and equipment	(103,209,524)	(145,294,803)
Investment in Joint Venture	(923,056,581)	(880,824,415)
Investment in FDR	-	(2,165,862)
Investment in Projects	(52,459,905)	(10,967,696)
<i>Net cash used in investing activities</i>	<u>(1,078,726,010)</u>	<u>(1,039,252,776)</u>
<b>C. Cash flows from financing activities</b>		
Total loan net of repayment	799,750,616	1,099,597,575
Interest Paid	(180,838,417)	(166,324,335)
<i>Net cash (used in)/from financing activities</i>	<u>618,912,199</u>	<u>933,273,240</u>
<b>D. Net increase/(decrease) in cash and cash equivalents (A+B+C)</b>	(155,351,201)	(29,752,688)
<b>E. Opening cash and cash equivalents</b>	<u>476,915,521</u>	<u>497,505,358</u>
<b>F. Closing cash and cash equivalents (D+E)</b>	<u><u>321,564,320</u></u>	<u><u>467,752,670</u></u>

  
Managing Director



Company Secretary (In charge)

  
Director

  
Chief Financial Officer

January 21, 2021



Mir Akhter Hossain Limited

**Notes to the financial statements**

**As at and for the period ended 31 December 2020**

1. Legal Status and Nature of the Company
  - 1.1 Mir Akhter Hossain Limited ["MAHL"] was incorporated as Private Company Limited by shares on July 18, 1980 vide registration # C-8196/35 with Registrar of Joint Stock Companies & Firm under the Companies act, 1913.
  - 1.2 The address of the corporate office of the company is at Red Crescent Borak Tower, Level 7 & 10, 71-72 Old Elephant road, Eskaton Garden, Dhaka-1000.
  - 1.3 The company owns and operates a construction business. In addition to working under its own name, MAHL also executes several construction work under Joint Venture agreements.

**2 Going concern**

These financial statements have been prepared on going concern basis. The company has adequate resources to continue its operation for the foreseeable future. For this reason the directors continue to adopt going concern basis in preparing the financial statements. The current resources and credit facilities of the company are sufficient to meet the present requirements of its existing business.

**3 Significant accounting policies**

The same accounting policies and methods of computation have been followed in these interim financial statements as were applied in the preparation of the financial statements of Mir Akhter Hossain Limited as at and for the year ended 30 June 2020.

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# MIR AKHTER HOSSAIN LTD.

Engineers & Builders

	31.12.20	30.06.20		
	Taka	Taka		
<b>4. Share capital</b>				
<b>Authorised</b>				
200,000,000 Ordinary shares of Tk 10 each	2,000,000,000	2,000,000,000		
<b>Issued, subscribed and paid-up</b>				
100,000,000 Ordinary shares of Tk 10 each issued	1,000,000,000	1,000,000,000		
<b>Shareholding position of the company</b>				
	<b>Nominal value (Taka)</b>	<b>Percentage of holding (%)</b>		
	<b>31-12-2020</b>	<b>30-06-2020</b>		
	<b>31-12-2020</b>	<b>30-06-2020</b>		
Mr. Mir Nasir Hossain	180,000,000	180,000,000	18.00%	18.00%
Mrs. Sohela Hossain	150,000,000	150,000,000	15.00%	15.00%
Mrs. Mahbuba Hossain	140,000,000	120,000,000	14.00%	12.00%
Mr. Shama-e-Zaheer	116,670,000	116,670,000	11.67%	11.67%
Mr. Fida-e-Zaheer	116,665,000	116,665,000	11.67%	11.67%
Mr. Naba-e-Zaheer	116,665,000	116,665,000	11.67%	11.67%
Mr. Ruslan Nasir	90,000,000	100,000,000	9.00%	10.00%
Mrs. Mahreen Nasir	90,000,000	100,000,000	9.00%	10.00%
	<b>1,000,000,000</b>	<b>1,000,000,000</b>	<b>100%</b>	<b>100%</b>
<b>5. Revaluation Reserve</b>				
Revaluation reserve		110,865,857		110,865,857
Less: Deferred tax liabilities on revaluation reserve		(3,325,976)		(3,325,976)
		<b>107,539,881</b>		<b>107,539,881</b>
<b>6. Retained earnings</b>				
Balance as at 01 July		2,738,465,717		2,363,458,720
Profit transferred from statement of comprehensive income		54,375,299		74,968,295
Transferred from joint venture business		160,744,017		300,038,702
Closing Balance		<b>2,953,585,034</b>		<b>2,738,465,717</b>

My Mn.



**MIR  
AKHTER  
HOSSAIN LTD.**  
Engineers & Builders

		July to December <u>2020</u>	July to December <u>2019</u>
<b>7. Revenue</b>			
<b><u>Project wise Turnover</u></b>			
Sl. No.	Project Name	Amount	Amount
1	Chevron Bangladesh Blocks	145,279,060	20,818,400
2	Rajshahi New Road (RNR)	33,636,364	45,371,054
3	Uttara Residential Apartment project	163,615	-
4	Army ECB Shylhet Project (SRP)	576,808,729	175,402,025
5	Dhaka Airport (DAP)	167,193,868	163,666,198
6	Reliance Insurance Ltd., Dhaka.	40,044,954	48,669,920
7	Bangabandhu Bridge, RHD (BBTL)	23,059,578	77,212,736
8	BAKALIA	92,286,000	-
9	Muktarpur	37,413,518	-
10	Bangladesh IWT Authority (DWM)	-	14,891,467
11	Dawlitdia Boshonto Road, RHD (DBR)	-	178,244,550
12	LGED, Gopalganj, BAPARD (Kotalipara)	64,046,421	-
13	Kanchpur Meghna Gumti Bridge, (OSJI JV)	23,084,761	452,817,704
14	Kushtia Shilpakala Academy, KSA	13,375,457	-
15	Patenga Container Terminal-Ground Improvement	209,688,893	43,241,166
<b>Total Revenue</b>		<b><u>1,426,081,218</u></b>	<b><u>1,220,335,220</u></b>

my Mn



**MIR  
AKHTER  
HOSSAIN LTD.**  
Engineers & Builders

	July to December <u>2020</u>	July to December <u>2019</u>
<b>8. Basic earnings per share</b>		
Net profit for the year	215,119,316	207,462,268
Number of shares	100,000,000	100,000,000
Basic earnings per share	<u>2.15</u>	<u>2.07</u>
<b>9. Net Operating Cashflow per share</b>		
Net Operating Cashflow	304,462,611	76,226,848
Number of shares	100,000,000	100,000,000
Net Operating Cashflow per share (NOCFPS)	<u>3.04</u>	<u>0.76</u>
	<u>31.12.20</u>	<u>30.06.20</u>
	<u>Taka</u>	<u>Taka</u>
<b>10. Net Assets Value per Share</b>		
Net Assets (with revaluation)	4,061,124,915	3,846,005,599
Number of shares	100,000,000	100,000,000
Net Asset value per share (NAVPS)	<u>40.61</u>	<u>38.46</u>
Net Assets (without revaluation)	3,953,585,034	3,738,465,717
Number of shares	100,000,000	100,000,000
Net Asset value per share (NAVPS)	<u>39.54</u>	<u>37.38</u>

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## 2.6 Operations Management and Information System Practices:

As one of Bangladesh's largest corporations, they conduct the majority of their business and give customer support over the internet and direct communication. Many applications are included into the operations management to operate the firm and keep track of employees in their job to facilitate the work from home service in this pandemic.

Mir group is used for multi-project planning, to-do lists, team-based task distribution, and progress tracking.

## 2.7 Industry and Competitive Analysis:

### **SWOT Analysis-**

#### **Strengths**

1. Value Multiplies Overtime
2. Less Risky Investment
3. Authority over the Use of Land
4. Inflation Hedge
5. Used as Collateral
6. Traded in the Open Market

#### **Weaknesses**

1. Difficult to Transfer Ownership
2. Not Liquid Asset
3. Huge Capital Required
4. Limited Supply

#### **Opportunities**

1. Global Demand
2. Rapidly Growing
3. New Areas have Great Potential

#### **Threats**

1. Economic Recession
2. Competition with other Assets



### 3. Price Falls due to Less Demand

#### **Porter's 5 Forces analysis for analyzing degree of competition-**

By analyzing Mir Group based on porter's 5 forces we will get to know about how competitive Mir group is as a telemedicine company in Bangladesh.

Porter's 5 forces are:

1. Competition from rivals
2. Threat of new entrants
3. Threat of Substitutes
4. Bargaining power of suppliers
5. Bargaining power of buyers

#### **Competition from rivals:**

This one appears to be fairly expensive. Right now, there is a lot of fierce rivalry. In Bangladesh, a number of companies are developing and marketing ultra-high-end luxury apartments.

#### **Threat of new entrants:**

This one appears to be low to medium in difficulty. Building a really high-end luxury condominium in Bangladesh is not easy. There are several rules and regulations to follow, as well as additional responsibilities. Furthermore, the reputation of the party developing the condominiums has a significant impact on the project's performance, which is an additional barrier to entry for a newcomer. As a result, a newcomer to the sector will have a difficult time breaking in.

#### **Threat of Substitutes:**

This one seems to be quite low. It is difficult to come up with a substitute to this product as there is only one in Bangladesh.

#### **Bargaining power of suppliers:**

Of course, these swings, but right now, buyers appear to have a lot of negotiating power because there appear to be more ultra-high-end luxury apartments than buyers.

### **Bargaining power of buyers:**

This one appears to be rather expensive as well, given that one of the challenges in earning a profit in this market is obtaining the essential supplies, which is taking longer and costing more. Workers, in my opinion, are technically suppliers as well, and the cost of labor is substantially greater as a result of the building boom.

## Chapter 3

### A study on Training & Development on a Particular Department of MIR Group of Company Limited.

#### 3.1 Introduction Objective and Significance:

Traditional 'training' is necessary to cover fundamental work-related skills, methods, and information, with most of it taking a constructive, progressive approach. The focus of the training and development guide is on what is beneficial for individuals rather than what is profitable for businesses. The reason for this is that what is good for people in terms of training and development is also good for the organizations in which they work—what is good for people's development is also good for organizational performance, quality, customer satisfaction, effective management and control, and thus profits. Organizations that use this approach to training and development invariably produce employees who perform well, advance, and, most importantly, remain around long enough to become exceptional at what they do. Training is a very commonly used word, it traditionally 'belongs' to the trainer or the organization, it should be about whole person development—not just transferring skills, the traditional interpretation of training at work. Being realistic, corporate attitudes and expectations about what 'training, and

does cannot be changed overnight, and most organizations still see 'training' as being

limited to work skills, classrooms and power point presentations-However, when your

start to imagine and think and talk about progressive attitudes to developing people

beyond and traditional skills training. The objectivity of training and development, as well as the process of continuous learning, has always been a competitive advantage for an organization, and

it has now evolved into a more overarching trend of social needs, emphasizing the importance of organizations instilling a learning culture as a social responsibility. Many previous research have also shown that there are strong links between various training and development techniques and various metrics of organizational performance.

### **Importance of Training and Development for Employees:**

Businesses all across the world rely on employee training and development programs to succeed. These programs not only help employees develop their abilities, but they also help businesses increase employee productivity and corporate culture. Employee development is the ongoing endeavor to improve job performance through methods such as coaching, training, and leadership mentoring. Training is a specialized event that offers new knowledge or abilities to new or recently promoted personnel. Both are important responsibilities of corporate human resources personnel, who are usually in charge of planning and implementing these initiatives. A bachelor's degree in human resource management can help you prepare to lead your organization's training and development initiatives.

### **Training and Development Enhance Employee Performance:**

Employee development and training programs are essential for improving employee performance. Indeed, according to a 2019 study published in The International Journal of Business and Management Research, 90 percent of employees polled agreed or strongly agreed that training and development programs helped them perform better at work. Employees can benefit from a variety of in-person and online training and development options. They can give those possibilities through in-house training, third-party training, or off-site activities. Employees can benefit from the following sorts of training and development:

- 1.Management training
- 2.Sales training
- 3.Training for new employees
- 4.Programs for mentoring
- 5.Apprenticeships

## **Training and Development Boost Employee Productivity:**

Another place where the value of training and development may be evident is in employee productivity. Employees who participate in excellent training and development programs perform better at work. According to HR Technologist, firms may use the following metrics to assess the performance of their staff development and training programs:

1. Evaluating job outcomes to establish degrees of progress — Measuring performance results
2. Conducting pre- and post-training evaluations – Inquiring about what workers anticipate from training and development programs, as well as whether the company's efforts have satisfied those expectations.
3. Data mining – Analyzing information like as time spent on a course or dropout rates to learn more about how employees interact with the content.
4. Conducting polls and tests – Within the training, surveys and contests may be used to assess employee knowledge and involvement.

### **3.2 Problem Identification:**

While doing internship I noticed that Mir group didn't conduct training session for the employee and because of this some employees are getting less knowledgeable and this is very harm full for the company. I would like to highlight the Recruitment process. In this department the HR are responsible to select the actual and suitable candidate for the position, but I think they follow the traditional way to select the candidates. Now a days technologies are getting updated and the HRs follows different rules and techniques to select candidates but Mir group is a bit slow in this situation and I thing they need proper training to the Recruitment team in Mir group.

### **3.3 Developing The Team:**

There are a few simple and free techniques to improve the abilities and competence of your recruitment staff. I've put up a list of steps you can take to design your own training program, as well as three pertinent subjects and resources that you may cover in those sessions, with the help of my team of consultants at Recruiting Toolbox. These subjects support the "Talent Advisor" approach, which is especially critical for recruiters to be able to show amid a recruiting slowdown. We've also provided conversation starters to get your recruiters thinking about the next steps.

### 3.4 How to get recruiter training program up and running:

#### **1. Assign senior recruiters with different subjects to work on:**

Assign a topic to a senior recruiter on your team once you've settled on appropriate topics and resources (we'll go through our suggestions later). Request that they complete their research ahead of time and consider how the issue links to your team's objective and larger goals, as well as how it will be useful during COVID-19 and beyond.

#### **2. Prepare your team ahead of time:**

Next, set a day for the session that is convenient for everyone and send out an invitation several days ahead of time. Include any essential material (such as pre-reads, links, etc.) in the invitation, as well as key learning goals and what you'd like each member of the team to take away from the training. We've found that framing the discussion around a practical topic, such as "how to convince recruiting managers to devote more time in top-of-funnel sourcing outreach," helps the team understand what they're getting into.

#### **3. Make a schedule and stick to it:**

We've also discovered that consistency is crucial in any training regimen. Here's an example of how each session may be structured:

The senior recruiter presents the topic and explains why the video or resource was chosen at the start of the session, after which the team spends 30-45 minutes viewing a video or listening to a presentation.

The senior recruiter then asks the team prepared facilitating questions to get them talking.

The squad captain joins in the last ten minutes of training. Their job is to collaborate with the rest of the team to prioritize ideas and plan the next steps.

A 90-minute training session could be good – not too lengthy, but long enough to get the most out of it.

### 3.5 Conclusion:

This paper examines Mir Group's recruiting approach for finding the best applicant on the job market. According to the findings, the role of recruiting strategy is to define and establish the sources, techniques, and phases of recruitment. Manpower planning is required for selecting

recruiting strategy. Job design, work specification, and job description are the three components addressed in the labor planning process. These three steps must be completed in order for the firm to identify and determine the job positions and quantity of individuals to be hired. In order to satisfy human resource demands, recruitment tactics are crucial. To be able to apply capital-based human resource management successfully, you must first develop a recruiting plan. Recruitment has a favorable influence on corporate success, according to the findings of this study. Recruitment needs to be able to respond to changing business trends. According to certain study findings, as information technology advances, the recruiting process may be done using online techniques to increase access to information. To provide everyone an equal chance and avoid prejudice, recruitment must pay close attention to job equality. It is necessary to develop and specify a recruitment strategy. All of this is done in order to improve the company's business performance and satisfy the demands of human resources.

### 3.6 Recommendations:

1. Use applications to filter out resumes based on job requirements to save time during the hiring process.
2. Job descriptions and specifications should be more clear in order to eliminate unqualified individuals.
3. Rather of making employees stiff, strengthen communication during interview sessions so that they feel connected and comfortable.
4. Invest extra time in the training program depending on the employment environment in which each employee will work.
5. Try to be more personal than professional, and engage them in dialogue so that they may develop confidence among their peers and coworkers.

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