

Recruitment and Selection Process of Beximco Pharmaceuticals  
Limited (BPL)

**By**

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ID: 18204021

A thesis submitted to the Department of BRAC Business School in partial fulfillment of  
the requirements for the degree of Bachelor of Business Administration

BRAC Business School

BRAC University

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## **Declaration**

The following proclamation is made:

1. The submitted internship report is my own original work while pursuing a degree at BRAC University.
2. The report does not contain previously published or written content by a third party, unless properly cited with complete and correct referencing.
3. The report does not include any content that has been accepted or submitted for another degree or diploma at a university or other institution.
4. I have acknowledged all main sources of help. Student's Full Name & Signature:

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### **Student's Full Name & Signature**

Sana Sumaiya Nova

ID: 18204021

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### **Supervisor's Full Name & Signature**

Feihan Ahsan

Lecturer, BRAC Business School

BRAC University

## **The Letter of Transmittal**

Feihan Ahsan

Lecturer

BRAC Business School

BRAC University

66 Mohakhali, Dhaka – 1212

### **Subject- Submission of Internship Report**

**Dear Sir,**

As per the requirements of submitting an internship report for completion of the BBA program, I would like to present my report titled “Recruitment and Selection Process of Beximco Pharmaceuticals Limited (BPL), for completing my Bachelor of Business Administration degree at BRAC University, I must complete this requirement. My job experience, application of academic knowledge, and supplementary information from my three-month HR internship at Beximco Pharmaceuticals LTD are included in this report. Working with the team in a new environment helped me understand the advantages and disadvantages of the job & obligations, as well as the significance of the HR team in any organization. This report has been prepared per your instructions and direction.

I have worked under the direct supervision of A. I. M. Moniruzzaman, Senior Assistant Manager, Human Resource Management of Beximco Pharma. The opportunity of working on this report under his supervision is highly appreciated. I hope that this report will meet your expectations

Thank you for approving my report topic and guiding me through the processes required for completing my report.

Sincerely Yours,

---

**Sana Sumaiya Nova**

**18204021**

**BRAC Business School**

**BRAC University**

**Date:**

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## **Non-Disclosure Agreement**

This Agreement is developed and signed by Beximco Pharmaceuticals Ltd & Sana Sumaiya Nova, a student of BRAC University to avoid the unauthorized exposure of critical company information.

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**Beximco Pharmaceuticals LTD**

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**Sana Sumaiya Nova**

## **Acknowledgment**

Regarding the report at first, I am thankful for Allah's excellent chance, I want to express my gratitude to Him and being able to complete the report successfully. I would like to give special thanks to my academic supervisor ma'am, Rinky Das, (Assistant Manager, OCSAR) who was excellent to supervise, instruct and direct me to complete my internship report on BUS 400 course in BRAC University. Then, I would like to express my gratitude to Feihan Ahsan, Senior Lecturer of BRAC Business School, for giving me guidance, as well as utmost support all the way through the completion of this report. In addition, I am also grateful to my honorable Organizational supervisor A. I. M. Moniruzzaman who is the Senior Assistant Manager, Human Resource Management of BPL for giving me the valuable opportunity to conduct the internship under his supervision. I would like to express my sincere gratitude to Riha Nawar Nudra (Human Resource Officer), Recruitment, Learning & development department, MD. Shiblee Ferdous (Senior Officer, HR) for all their help and guidance throughout my internship program in Beximco Pharmaceuticals Limited. They supported me a lot in order to collect valuable information regarding the organization as he has been serving the organization for a long period. In Beximco Pharma Limited, I have received kind cooperation and mentorship during the internship period. They were always ready to help me whenever I faced difficulties regarding the report. Furthermore, I found the officers of the HR Department extremely supportive towards me as they helped me to learn the culture of the environment the created a cooperative environment for me I have had the opportunity to exercise my theoretical knowledge into real life scenario, for which I am grateful. In addition, Rayeda Mohammad, Sajidul Alam, Md. Mazharul Alam also grasped the activities easily. Moreover, I am also grateful to BRAC University for arranging this internship program in order to give the students an idea and experience of the corporate world.



## Executive Summary

After spending three months as an intern at Beximco Pharmaceuticals Ltd, I have completed my report for the Recruitment division of the Human Resource and Administration Department. As part of my internship report, I provided a high-level summary of the human resources department of Beximco Pharma Ltd. Additionally, I briefly discussed the responsibilities placed on me and the positive impact, learning & interaction with the department. This report outlines my own experience and how it diverges from the concepts I have learnt in the course. I encountered many challenges throughout my internship, learned a lot, and identified many areas for development. I have actively participated in BPL's Recruitment Selection during my tenure there. I had the chance to put the ideas I learned into practice through courses and internships as part of the BBA program, which helped to prepare me for a career in business. I thought I could have done things better most of the time. This report was compiled to fulfill the conclusion of the Internship Program's mandate at the BRAC Business School.

The report primarily focuses on the company's hiring and selection process, including its challenges and solutions. It primarily depends on whether or not the process benefits the organization. The findings show the result of the effectiveness of the recruitment process for the HR Department.

First and foremost, The research begins with an overview of Beximco Pharma Ltd's past, followed by information on its mission, vision, product offerings, management structure, and other key issues. The report also includes the tasks I was responsible for performing throughout my internship and other pertinent activities. I had the chance to personally assist the recruiting and selection wing while learning

about the human resources department's operations on the job. I had to gather as much data pertaining to my report topic as possible in order to finish the report. In order to learn more about the company and the hiring and selection process, I collected both primary and secondary data.

The later part consists the recruiting and selection process for BPL in depth in the following portion, along with sources of employment. The findings also include whether HR offers a sufficient pool of qualified candidates, the effectiveness of the interviewing process and other selection processes like taking the written test, whether HR provides the hiring managers with the necessary training for effective recruitment, and whether the managers are happy with the time the Human Resource department takes to complete the recruitment process. Moreover, in the later section, there are some suggestions for improving the process' efficiency and effectiveness. Finally, I came to a conclusion where I included my own ideas that would be useful to the company.

## List of Acronyms

**BPL** : Beximco Pharmaceuticals Ltd

**BEXIMCO** : Bangladesh Export Import Company Ltd

**HRIS** – Human Resource Information System

**PIS** – Personal Information System

**API** – Active Pharmaceutical Ingredients

**HRD** – Human Resource Department

**CPM** – Central Product Management

# Part One- The Internship Overview

## 1. Student Data

Name: Sana Sumaiya Nova

ID- 18204021

Program- Bachelor of Business Administration

Major- Human Resource Management and

Minor - Management Information System

## 1.2 Internship Information

1. Name of Company: Beximco Pharmaceuticals LTD

Organization: BEXIMCO

The internship duration: 3 months

Location: 19 Dhanmondi R/A Road No. 7 Dhaka 1205 Bangladesh.

Department: Human Resources (Recruitment)

## 1.2. Supervisors Information:

Name: A.I.M Moniruzzaman

Position: Senior Officer- Human Resources

Email: [amm@bpl.net](mailto:amm@bpl.net)

## **Introduction**

To begin with, Human Resources are crucial to the growth and sustainability of every business. People are frequently cited as an organization's greatest asset. A company that values its workers and gives them the room they need to advance professionally and display their skills will surely be among the most prosperous in the business world. For their firm, HR specialists aid in the facilitation of this process. In the beginning, human resources did not receive much recognition, but as time has passed, it has become one of the most important components of any firm. A company can find and develop its most potential employees, who later on turn into its most valuable assets, thanks to Human resource's efforts. The "people team," often known as human resources, helps employees do their jobs more effectively. My internship report aims to discuss human resources management specializing in Recruitment Selection Process at Beximco Pharma Ltd.

A student will have a solid understanding of the sector's foundations after completing all of the needed classes at a business school, but nothing compares to having some hands-on experience in the area to understand how things really work. Boosting an employee's productivity and making them more marketable are two further benefit. Although some essential terminology is presented in HR classes, hands-on experience working in the industry is the best method to learn how to become an HR staff member. The research topic selection should be influenced by the student's time spent working for the company. Since I have chosen Human Resource Management as my career, the internship must also be related to the area of HR. Fortunately, I will be spending the next several months as an intern at Beximco Pharmaceuticals Limited (BPL), one of the most reputative companies in our country, where I will be gathering knowledge and experiences about how it hires the employees in this process.

## **Primary & Secondary objectives**

- Identifying Recruitment & Selection Process of Beximco Pharma Ltd
- Finding opportunities in the recruitment and selection process
- Identifying E-Selection Process of Recruitment selection
- To get an idea about the corporate world
- To gather the experiencing about the world in newer aspects & dimensions.

## **Scope of the study**

- Despite "Recruitment and selection process of BPL" was a fantastic experience, However, there were limitations because things don't always go as planned. The constraints/ limitations are:
- Employees are reluctant to give some information, due to security concerns and other organizational obligations.
- A significant constraint is the absence of relevant records and information within the organization.
- It was difficult to collect all the necessary information within that period of time and there was lower amount of research & development in that sector.
- Due of inexperience in creating such a costly report, mistakes that are accidental may occur.

## **Duties and responsibilities performed at BPL**

My Internship at Beximco Pharma Limited was in the Human Resources. I had a fantastic opportunity to obtain internship experience at a large organization, and it was pure luck that I was chosen as such businesses don't commonly hire interns. I'm appreciative of the opportunity to utilize my internship experience in this manner. Fundamentally, the HR department is in charge of supervising all of the company's employees, and it works assiduously to retain those who it knows are essential to attaining the company's goals. I'm delighted to say that despite the hectic and busy work environment at BPL, I've always handled delicate information with professionalism, discretion, and sincerity. I value the chance to gain first-hand knowledge of the HR industry by aiding the HR department. Despite having no professional experience, I have successfully guided teams of students from several universities in coming up with and putting into action workable solutions to a range of issues.

## **Job Description & accomplishment during my internship**

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### *CV Sorting*

---

My internship is focused on the recruitment and selection process. I've been assigned with sorting through piles of resumes in preparation for the recruiting procedure. I've organized resumes before for a range of jobs, including officer selection for (Medical Promotional Executive), factory maintenance worker, legal affairs officer etc. There, I was pressured for information on the minimum age, educational requirements, required work experience, and, in certain cases, the required training course for the subsequent post.

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### *Script assessment*

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For their evaluation process, Beximco Pharma employs multiple-choice questions (MCQs) divided into four or five sections. I have reviewed scripts for numerous parts during my internship and evaluated the MCQ sections for which I was given an answer sheet.

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### *Invigilate a written Test*

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My ability to expand my professional horizons has been greatly enhanced by being a part of Beximco Pharma's HR department. I recently got the chance to act as an examiner for the Medical Promotional Executive written test. The number of applicants for each of the 5-6 cohorts was around sixty. All of the finalists, as far as I can tell, passed the written test and have been invited to the Viva, when they will learn for sure if they have been chosen to join the company.

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### *Call for the Interview*

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I was instructed to contact the applicants and remind them of their scheduled interviews at the Dhanmondi headquarters of Beximco Pharma. I mostly need to find out from them if they intend to attend the interview.

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*Prepare for result sheet*

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I've created an organized results sheet for the selected applications using excel. I must submit the relevant information into the results page in order to quickly locate the applicants. Name, father's name, district of residence, contact information, and results of written examination. Identification number and school identification number.

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*Documentation, Management & other activities*

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I was in charge of organizing reports, creating new spreadsheets, updating existing spreadsheets, and maintaining assigned compliance items (marketing, production, etc.) with various teams. I had to maintain the HRIS framework by adding new data, collaborate with my business colleagues to routinely acquire and update content for content monitoring, and keep everything organized. In addition to assisting and responding to inquiries from other team members, my duties also involve distributing documents, processing incoming mail, checking papers for accuracy, creating and distributing documents and handling paperwork.

## **Internship Outcomes**

### **1. My Contribution of the Intern to The Company**



In today's business environment, it is crucial to have strong interpersonal and communication skills as well as the capacity to advise and train people. With time and more involvement in my professional environment, I have developed my coordination, planning, and implementation skills for HR projects and initiatives.

- I have completed all of the tasks that were given to me because I have a strong mindset for ongoing self-development based on my experiences and knowledge using my knowledge, skills, ability and effective learning in the challenging environment.
- BPL adheres to all applicable equal employment laws and is an equal opportunity employer. I was extremely cautious with any assignment I received from the human resources department that involved the hiring and selection procedures.
- Instead than relying on my superiors to push me along, I demonstrated that I had my own initiative and was eager to take on difficulties. The effectiveness of a team and its overall success are greatly reliant on the capacity of its members to interact and establish rapport.

### **Impact of internship experience in my career**

My experience working as a BPL intern has been really beneficial. I had the chance to use what I had learned and hone my professional skills by working in the human resources division at BPL. I'd like to share a few experiences from my time as an intern at BPL here:

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#### *Communication in the Company/ Business Environment*

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Throughout my internship, business communication was the area in which I had the greatest trouble. I had to communicate with the staff and customers frequently throughout my internship at BPL over the course of face-to-face meetings, phone calls, and email. My internship experience gave me a great chance to

improve my communication abilities and learn how to approach every conversation with the utmost professionalism.

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### *Organizational behavior/ attitude*

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When we refer to "organizational mentality," we're referring to how people behave in a collective setting. I gained greater knowledge about how appropriate behavior affects a company's ability to accomplish a particular objective. I came to explore because I wanted to know more about the corporate culture, organizational structure, technical developments, and working conditions.

---

### *Multitasking & prioritizing*

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I was tasked with a variety of jobs to complete within the allotted deadlines and guidelines. I used to be less adept at prioritizing tasks to finish them all by the deadline and handling several projects at once. I've learned the value of finishing things ahead of schedule while working as an intern.

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### *Importance of Microsoft Office Works*

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During the internship, I learned the skills & abilities I needed to utilize Microsoft Office programs like Word, Excel, PowerPoint, MS-Access, Publisher on a regular basis to create documents that satisfy industry requirements for charts, computations, reports, and presentations. I've learnt at BPL how important it is to be knowledgeable with the Microsoft Office Suite in order to perform my job well.

### **Difficulties**

- A two-month internship program is simply insufficient to accurately assess the overall motions of a large firm like BPL and link standards to exercise
- It was time-consuming and difficult to express the necessity to cross-check information obtained from senior peers and other people for adequate confirmation;
- Due to my work restrictions/ constraints, I had fewer opportunities to fit in with my surroundings.
- There was not enough time to establish good communications with the supervisors to make it more efficient and dependable to provide critical company information;
- There was a lack of adequate feedback from the surrounding. Everyone is extremely busy with their allocated activities and responsibilities because of the organization's size. As a result, I didn't receive enough feedback from my superiors regarding my work, problems, and solutions.

## **Recommendations**

- ✧ The company should provide them the opportunity to assist with HR operations more frequently, to help interns learn more about HR operations in addition to those in the pay sector
- ✧ The organization ought to provide interns some tasks where they can quickly put what they have learnt to use or demonstrate their skills.
- ✧ • The organization also must provide interns the chance to show off their special skills rather than keeping them confined to bureaucratic work when there is little to no opportunity to do so.
- ✧ In Beximco Pharma, the internet access was not equally distributed or utilized. Only the organization's permanent staff have access to the internet. However, having access to the internet is essential since we require a lot of details about the jobs we completed during our internship so that we can utilize them in our final report. With the help of the internet's data resources, we had to examine the duties and data that had been gathered from the supervisors and other superiors.  
Therefore, it is strongly advised that the interns have improved internet connectivity.

# Part Two- Organization Overview

## Background

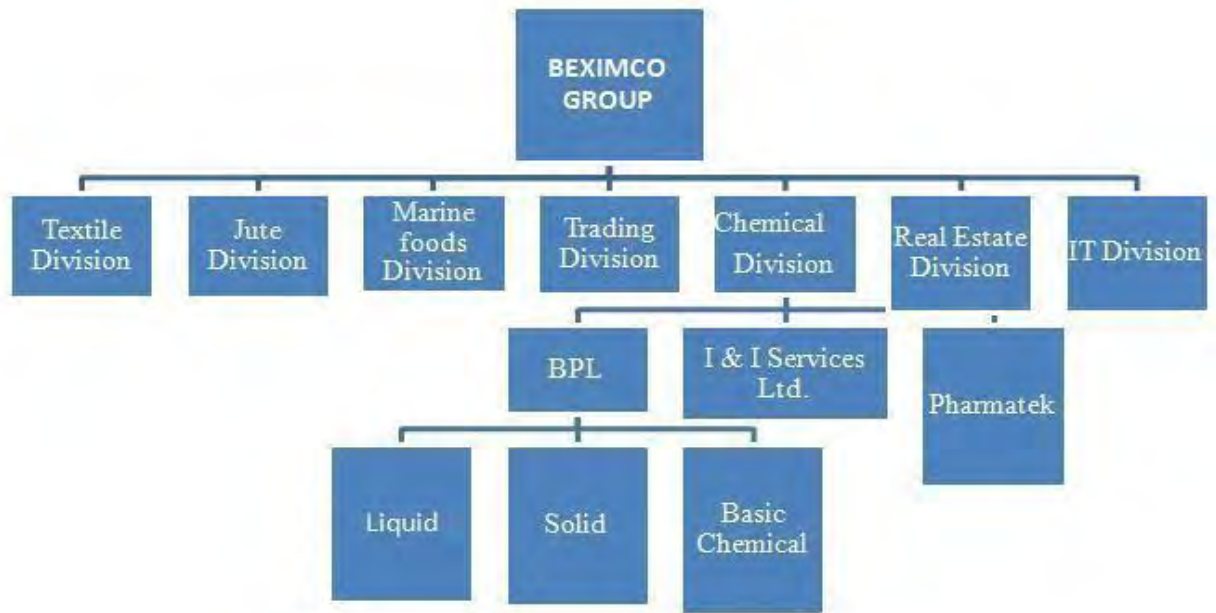
Pharmaceuticals industry in Bangladesh is the most potential key tech divisions in the economy of the nation. These organizations are straightforwardly or in a roundabout way contributing towards the standard of human services and furthermore to new medication data. This industry developed in the last two ranges. Bangladesh Pharmaceuticals industry can possibly grow 15 percent for the following five years riding on the extended household advertise as indicated by London based research.

Beximco Pharmaceuticals limited is the greatest organization in ongoing time in Bangladesh. It was established in 1976 and launched its journey in 1980 with the assistance of Bayer AG, Germany, and Upjohn Inc., the United States, as licensee outcomes. Because there is so much competition in the market, it normally tries to maintain a suitable standard that will benefit BPL in the future. Through their presentation, BPL sought to influence their client, investors, coworkers, patients, and the general public. It is the leading company in Bangladesh that trades its high-quality goods outside of the country, into markets in Asia, Europe, and Africa.

By entering more than 88 countries, it broke the record set by another organization. They experienced some difficulties setting up their business and getting their goods to customers when they first opened their doors in 1983. BPL experienced ups and downs at that time, but they were able to control the situation. They overcame all of the challenges and made the transition from that point to where BPL is now.

Beximco pharma has been allowed a sub-permit by UN's meds patent pool to produce Daclatasvir another medication for Hepatitis C along with its sub permit. BPL publicly announced its offer and the name of the company in Bangladesh's Dhaka and Chittagong stock exchanges on July 3, 1985, and June 11, 1995, respectively. BPL has a total of about 3,800 representatives, 70,000 investors, and a capitalization of more than \$2 billion that has been approved. Beximco Pharma sells and produces smart, high-quality variants

of 85 or more definitions that cover all significant advantageous gathering. The company that won the Fare Trophy in 1995, the first year that the Bangladeshi government gave out grants of this kind, is Beximco. This distinction is given to it after receiving subsequent equal honor for an additional two years. BEXIMCO is the company that has consistently attained this prestigious accolade, which is a wonderful recognition for any company. Its divisions are diverse and operate in many industries.



BPL concentrated on ensuring people's health and prosperity through facilitating access to affordable pharmaceuticals, and these actions aid them in achieving their strategic goals. The main goals of BPL are expanding the business, enhancing R&D effectiveness, and enhancing cost seriousness. Beximco Pharma currently has more than 300 medications available, including anti-infection agents, analgesics, enemies of diabetics, dermatology, and more. The company has significant experience using advanced sedate conveyance frameworks that are developed with solid separation. Many of its brands continue to be dependable leaders in their own industry, where they are renowned for their image and quality.

## Mission

BPL is committed to enhancing individual wellbeing and societal success. This medication is produced using cutting-edge global methods by providing excellent and affordable pharmaceuticals. They acknowledge that they have obligations to everyone who is connected to their company, even their significant client. They prioritize enhancing their ability to address the clinical demands of patients and providing the greatest performance for their partners.

## Vision

The vision of Beximco Pharma is to maintain its leadership in its range of endeavors by focusing on its development capabilities, coming up with innovative ideas, creating organizations, and expanding its market share globally. They are committed to using diverse methods to create an abundant economy and have a clear vision of a perfect and better society in which to live.

## BPL Core Values

Our core values define who we are; they guide us to take decisions and help realize our individual and corporate aspirations.

## Customer Satisfaction

we implement industry best practices across the board To ensure that our goods meet the highest levels of quality.

## *Commitment to Quality*

We are committed to meeting the demands of all of our clients, internal and external.

## *Accountability*

We strongly uphold the highest ethical standards and promote transparency in all that we do. We are responsible for upholding the reputation of the company and for our own activities.

## *People Focus*

We provide a strong premium on developing the skills of our employees and giving them the freedom to reach their full potential.

## *Corporate Social Responsibility*

We actively participate in projects that advance our society and improve the well-being of our people. We take great care to manage our activities with utmost consideration for the environment and safety.

## Goals and objective of BPL

There are two different types of objectives in BPL. The first can be verified, while the second cannot be verified as an objective. BPL generally adhered to verifiable objectives. All plans are specified by management towards this purpose. BPL adopts this aim since it is very apparent to the employee about the decision and how to prepare for completing the objective. Their main goal is to collaborate globally and gain the market's attention by projecting a favorable image of themselves. Their greatest need is to enhance and offer continuous essential things as well as other items that cater to the clients' current wants. Maintaining investor profit parity and assisting them in gaining more financial benefits is one of this organization's other main goals.

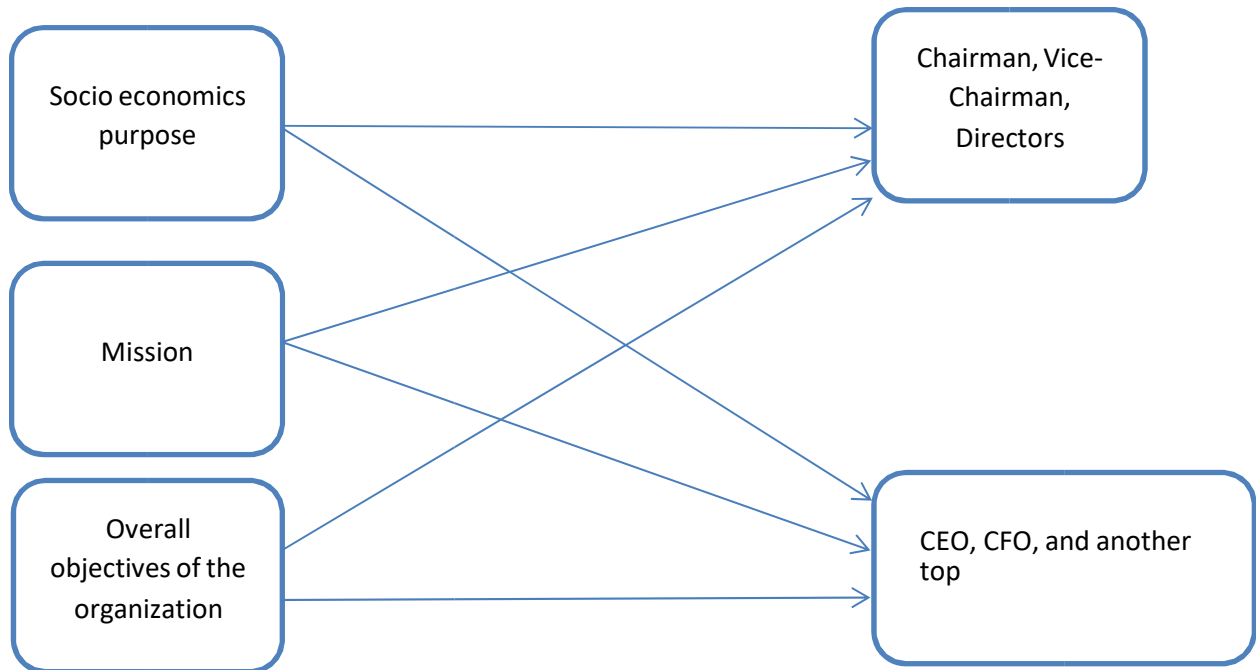
In Bangladesh, BPL is a prominent producer and exporter of pharmaceuticals. BPL, which was founded in the late 1970s, started out as a distributor, bringing in goods from multinational corporations (MNCs) like Bayer in Germany and Upjohn in the United States to sell on the local market before they were later manufactured and marketed under license. After continuing on their adventure, BPL is now among Bangladesh's top exporters of medicines and has won the National Export Trophy (Gold) a record-breaking five times. The business upholds international standards and has already received certification for its manufacturing facilities from the regulatory bodies of the USA, Europe, Australia, Canada, Latin America, and South Africa. The straightforward idea on which BPL was formed has not changed over the past three decades as it has grown from strength to strength: producing high-quality generics at an accessible price.

According to BPL, 'We always strive to provide better access to quality and affordable medicines because we know good health is priceless' (Para 2, Beximco Pharmaceuticals Ltd.).

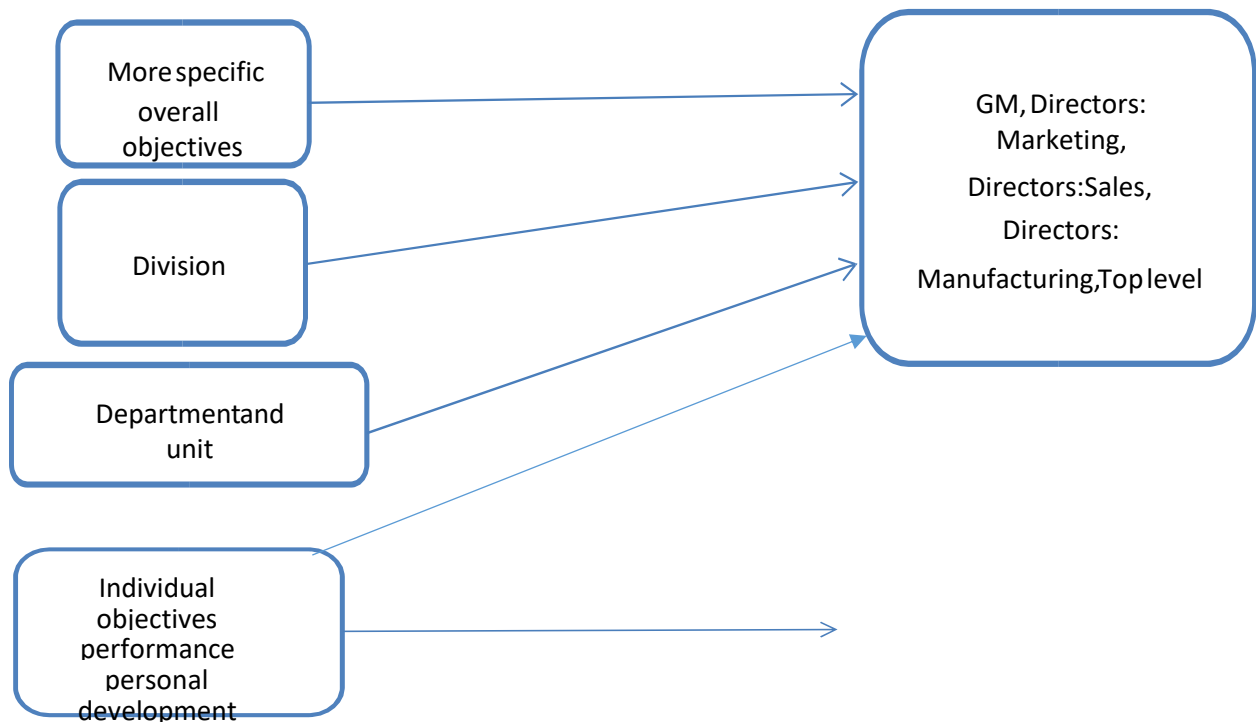
## Hierarchy of objectives of BPL

According to BPL, they follow hierarchy of objectives to achieve their goals. I have included the details below:





Senior managers and other lower-level managers

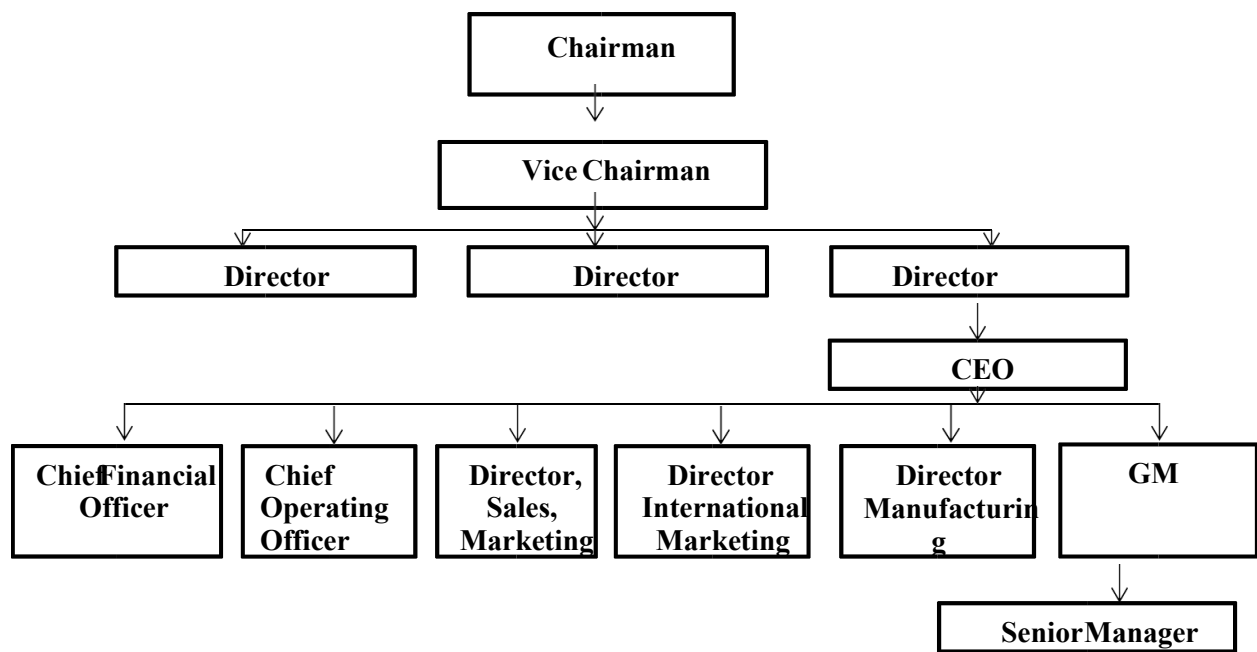


## Hierarchy of objectives of BPL

Beximco Pharmaceuticals Limited's slogan is - "here's to life".

## Organizational Structure of BPL

BPL has the following organizational structure:



## BPL briefly

1976: Company incorporated	2008: Received GMP accreditation from Therapeutic Goods Administration (TGA), Australia and Gulf Central Committee for Drug Registration, for GCC states as the first Bangladeshi company
1980: Started manufacturing products of Bayer AG, Germany and Upjohn Inc., USA, under license agreements	2009: Received GMP approval from ANVISA, Brazil as the first Bangladeshi company
1983: Launched own formulation brands	2011: Received GMP accreditation from AGES, Austria (for European Union)

1985: Listed on Dhaka Stock Exchange	2012: Launched Salbutamol HFA inhaler (Azmasol®) in Singapore
1992: Started export operations with APIs	2013: Commenced export of ophthalmic products to Europe

<p>1993: Russia became the first export destination for formulation products</p>	<p>2014: - Received GMP accreditation from Taiwan Food &amp; Drug Administration (TFDA) and Health Canada</p> <p>- Exported medicine to Australia and Romania</p>
<p>2003: Introduced anti-retroviral (ARV) drugs as the first Bangladeshi company</p>	<p>2015-2016: - Received GMP approval from the U.S. FDA as the first Bangladeshi Harvoni®</p> <p>- product approval from Health Canada</p> <p>- product approval from Gulf phar (Kuwait)</p> <p>- Won (Gold) for the record 5th time national Export</p>

<p>2005: Got listed on the Alternative Investment Market (AIM) of London Stock Exchange (LSE) through issuance of GDRs</p>	<p>2016-2017: - Commenced export of medicine to the USA.</p> <ul style="list-style-type: none"> <li>- Company's first overseas collaboration with Bio Care Manufacturing Sdn Bhd based in Malaysia.</li> <li>- Granted a sub-license by Medicine Patent Pool of the UN to produce Bristol-Myers Squibb's new hepatitis C drug Daclatasvir.</li> </ul>
<p>2006: Launched CFC free HFA inhalers for the first time in Bangladesh</p>	<p>2017-2018: - Won the "Scrip Award" in the category of "Best company in an emerging market"- Company's oral solid dosage facility received WHO prequalification - Acquired a majority stake in Nuvista Pharma Limited.</p>

# Human Resource Activities of Beximco Pharmaceuticals

## Human resource activities of Beximco Pharmaceuticals Limited

Beximco Pharma manages its human resource management system by planning, interacting with the representatives, classifying, controlling, and encouraging its workforce to work effectively. In the HR division, specific people are assigned to tasks related to managing the associations' human resources. The Human Resource department of Beximco Pharma adheres to a few rules.



Beximco Pharma's human resource department is responsible for developing and implementing HR policy regulations, which are then used to track accomplishment of goals and objectives as well as to motivate and cater to the needs of employees.

The significant capacities that actualized by HR office:

- Job portrayal development
- Selection and Recruitment approaches and strategies
- Performance the board of workers and assessments
- Talent maintenance systems
- Salary and advantages judgments
- Training helps and the executives
- Orientation and socialize newcomers
- Managing and refreshing databases of labor
- Facilitating career improvement of representatives
- Maintaining HRIS appropriately
- Maintain relationship with previous and present representatives and some more

### ***Administrative Job Selection:***

Every single association values having an administrative position. If an association chooses a candidate for this role, he must be prepared specifically for it. They must go through psychological capability exams as well as character assessments focused on evaluation. Beximco Pharma closely monitors the characteristics; it evaluates the administrators by assigning them specified job tasks, role-playing, group conversations, and so on.

It has a high level of credibility and can predict both short- and long-term success as well as advancement in the executive role. In this case, BPL tends to favor at least five years of interactions; new alumni are not chosen.

### **Recruitment and selection process**

It has a high level of credibility and can predict both short- and long-term success as well as advancement in the executive role. In this case, BPL tends to favor at least five years of interactions; new alumni are not chosen. The means are given below:

- Manpower arranging
- Defining the expected set of responsibilities
- Advertisement
- CV sorting
- Written test
- Selection interview
- Medical test
- Issuing appointment letter
- Orientation program
- Preparation of individual record
- Placement in regarded field
- Follow up and Evaluation

Selection and recruitment is there to enlist qualified or approved clients. However, occasionally, depending on the circumstances of the activity, a few steps can be skipped.



### ***Manpower arranging***

The focus of the HR department at the moment is on employee associations. The representatives of the organization are the most important resource for the organization since they work to achieve the hierarchical objectives and goals.

Pharma is currently making an effort to place the appropriate representatives in the appropriate positions, and in the event that any positions are vacant, they make an effort to fill them with suitable competitors through recruitment and determination.

### ***Defining the expected set of responsibilities***

The inspiration for this activity came from the need to fill a vacancy in the Beximco pharma HR group.

The expected set of duties and the choice picked for the role would regulate the human resources department. A crucial first stage in the decision-making process is to create a complete and detailed list of expected responsibilities.

It provides a thorough, organized description of a particular action based on what was learned throughout the examination of that undertaking. Along with the title and, in certain cases, the name of the person to whom the new staff member will report, there is a description of the objective, range, and duties of the role.

### ***Advertisement***

when a blank space is being used to provide information in the Bangladesh Protidin newspaper about their activity opening. They distribute papers in both English and Bengali, and they also put their activity logs in online job boards like bdjobs.com. They acknowledge they receive the best candidates by running their ads in the newspaper rather than using online social media (Facebook, LinkedIn). They don't share their opportunities on LinkedIn, despite the fact that the majority of the primary corporation does. They don't currently need internet-based lives because they have appropriate responses to the newspaper ads.

The HRM group should create an advertisement, send it to publications in the national newspaper, and post it online. For the advertisement, HR uses the pre-endorsed position and double-checks it before

distribution. Worker referrals have some benefits when a position opens up in the association while they apply for it.

### ***CV Sorting***

Currently, collected CVs are going through a screening process where every nuance of the applicants is being carefully observed. The language, design, instructional basis for that particular role, any prior experiences in the associated field, etc. are some of the characteristics that are currently taken into consideration. Where they completed their training, their degree or outcomes, their CGPA, and in some situations, their references are some crucial networks that are examined when the CVs are screened. After carefully and diligently reviewing each CV, the up-and-comers are shortlisted for the written test.

### ***Written Test***

The selected and qualified candidates are contacted for a written test after the CV screening. For each enlistment, this written test is pretty well followed. There are sections Four to Five that need to be answered. The applicants must respond to a passage or a paper in the last section, which is a free writing exercise. The questions cover a wide range of topics, including fundamental general knowledge, mathematical concepts, analytical techniques, situational questions, smart questions, academic information, and current projects. In the unlikely event that a contestant receives 20 on the written test, they will then have been contacted for the interview.

### ***Selection Process***

A wide range of subjects are covered by the questions, including fundamental general knowledge, mathematical ideas, analytical strategies, situational questions, clever questions, academic knowledge, and current initiatives. A contestant will have been contacted for the interview if, in the uncommon case that they receive a score of 20, on the written test.

### ***Pre-Employment Medical Check-Up***

Candidates who are selected in a meet at Beximco Pharma must take a clinical test. The clinical emphasis that the organization distributes completes this exam. The applicants are responsible for paying the test fee; the organization will not cover the cost of the clinical exam for newcomers. This clinical registration is carried out to assess the competitors' physical health.

### ***Issuing Appointment Letter***

If the selected up-and-comers are truly fit, an offer letter is presented to them following the clinical assessment. This letter provides detailed information on the necessary pay, compensation benefits, liabilities and tasks, various payments, etc. This letter serves as the written account of the rival's most recent decision as an employee of Beximco Pharmaceuticals Limited.

### ***Orientation program***

When representatives at Beximco Pharma receive an offer letter, they are required to enroll in the orientation program so they may become familiar with the methods and regulations of the associations. It serves as a welcome gathering for newly enlisted personnel. Following the completion of this process, the employee is better acquainted with the beginning of their new trip and also receives an overview of the current representatives, their coworkers, and the nature of the activity.

### ***Preparation of individual record***

Data from the direction program participants who have agreed to collaborate with the associations and have acknowledged the terms set forth by the associations must be *incorporated* into the individual worker database. The employee must enter some important information into a structure that will be remembered by the organization's Personal Information Framework (PIS). As a result, the employee will receive their pay and other benefits provided by the company.

### ***Placement in Replacement Field***

Asset is currently organizing the important report of the reps and sending the chosen option to the regarded office or regarded location where the person will need to function in the future. The HR department introduces new hires to their areas of expertise.

### ***Follow Up & Evaluation***

The HR department needs to catch up with the new representatives following the employee arrangement. They must determine whether the representatives are satisfied with their jobs and duties. Newcomers must grow and receive feedback regarding whether or not their exhibition is improving. In the association, HR should at least catch up to the rivals twice within the first year of employment. In order to help the employee improve their exhibition, they should also regularly evaluate the worker's presentation.

## **Products & Services**

Demandable Products Services:

<b>Product</b>	<b>Therapeutically Class</b>
Napa	Peracetamol
Amdocol	Angina & Ischemic
Tycil	Antibacterial
Intracef	Antibacterial
Neoflox	Antibacterial
Atrizin	Antibacterial
Pedimin	Antibacterial
Filmet	Antiprotozoal
Neoceptin-R	Antiulcerent

Broncolas	Bronchodilator
Neosten	Skin
Aristovit M	Vitamin
Arixon	Antibacterial

## Board Details

Following the staff arrangement, the HR department needs to catch up with the new representatives. They need to ascertain whether the representatives are happy with their positions and responsibilities.

Newcomers must develop and learn from feedback on how well their display is doing. Within the first year of employment, HR should at the very least catch up to the competitors twice. They should also routinely assess the worker's exhibition in order to assist the person in improving it. Here, the names and full titles of each member of the management committee, executive committee, and board are included in the tables.

### Board of Directors

Chairman	Ahmed Sohail Fasiur Rahman
Vice Chairman	Ahmed Salman Fazlur Rahman
Managing Director	Nazmul Hassan MP
Director	Iqbal Ahmed
Director	Osman Kaiser Chowdhury
Director	Abu Bakar Siddiqur Rahman
Independent Director	Abdur Rahman Khan

Independent Director	Shah Manjurul Haque
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The Executive Committee meets every three months, and among the tasks on its agenda are senior management evaluation, budget approval, and business review. There are five people on the executive committee:

#### **Executive Committee**

Managing Director	Nazmul Hassan MP
Chief Operation Officer	Rabbur Reza
Chief Financial Officer	Ali Nawaz
Director Commercial	Afser Uddin Ahmed
Director	Mr. O. K. Chowdhury

The Management Committee meets monthly, is in charge of carrying out decisions made by the Executive Committee and overseeing the day-to-day operations of the business, and submits reports to the Executive Committee at least once every three months. The eight members of the management committee are:

#### **Management Committee**

Director, Manufacturing	Lutfur Rahman
Director, Marketing	Rizvi Ul Kabir
Director, International Marketing	Md. Zakaria Seraj Chowdhury

Director, Quality Assurance	Mohammad Tahir Siddique
Director Manufacturing	Shamim Momotaz
Executive Director Manufacturing	Abdur Rouf Mohammad Zahidur Rahman
Executive Director Accounts & Finance	Jamal Ahmed Choudhury
Executive Director Quality Assurance	Prabir Ghose

These three division of committee is responsible for every decision making for the company. The construction of the Board is so strong and and the strength of the organization.

## Marketing Strategy

### ***Mix Marketing***

The sales department and marketing department have been totally segregated to reflect modern corporate management practices. The sales department is in charge of achieving the projected annual sales volume after the forecast is fixed in conjunction with the marketing department. It runs by Director, Sales manager, Asst. sales manager, Regional sales controller (10), Field supervisor (5-8), Medical Representative (4-5 under each). The managerial Hierarchy of Sales department starts from Training Department (Refreshing training program, Supervising), MIS Department (maintains the automation and stays up with the worldwide IT), MSD (Medical Services Department, unique department in this industry as BPL is unique in the business, in order to build relationships with doctors, who are the ultimate consumers of pharmaceutical firms.

### ***International Marketing***

International product marketing has begun at BPL. This division handles the marketing and promotion of finished BPL products as well as basic chemicals on a global scale. To determine if it will be feasible to advertise its products, it examines a country's health situation, economics, market and its growth, legislative restrictions on doing so, etc. There are now 18 export outlets.

### ***Multimedia Department***

The only pharmaceutical business with a multimedia division is BPL. This department supports BPL's marketing initiatives. It creates medical instructional videos for doctors. The text is carefully chosen in terms of its color, size, form, typography, etc. to readily draw in the intended audience.

## **Financial Performance and Accounting Practices**

### **Financial Performance**

I am doing a financial Analysis of Beximco Pharma LTD. in this section. The ratio strategy will be used in this inquiry. Each ratio is based on information from 2020 to 2021 Annual which is the most recent year for which we have data. The study's findings will tell me of the company's performance and insights, enabling me to assess it in comparison to rivals in the same market.

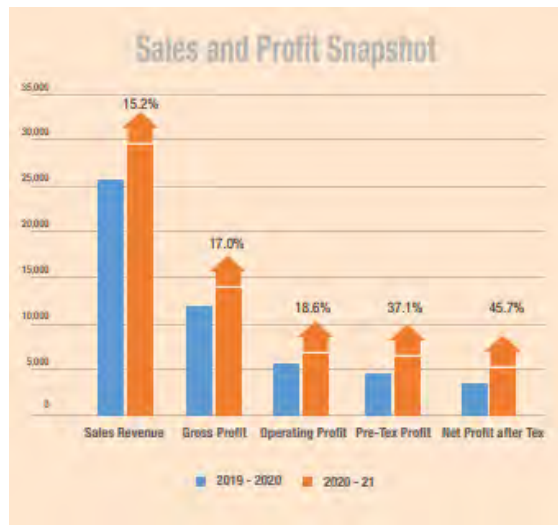
### **Review of Financial Performance**

#### **Impressive sales and Profit Growth**

Despite a difficult market environment that persisted throughout the fiscal term, the Company made outstanding improvement in every financial performance metric. Our consolidated sales increased by 15.2% to Taka 29,494 million from Taka 25,612 million the year before. While our exports increased by 13.5% to Taka 3,124 million, domestic sales increased by 15.4%. While the pre-tax profit increased by 37.1% to Taka 6,378 million, the operational profit improved by 18.6% to Taka 6,651 million.



The net profit after tax increased by an impressive 45.7% year over year to reach Taka 5,166 million. From Taka 7.88 the previous year to Taka 11.49 this year, earnings per share increased by 45.8%. The gross margin was kept at 47.2%, a slight increase over 46.5% from the previous year, thanks to an improved sales mix, a relatively constant currency rate, and the leverage impact of higher sales volume. At 24.6% of revenue, operating costs remained under control.



### Improved Operating Cash flow

It was possible to produce a robust cash flow thanks to strong sales and profit increases. Our Net Cash from Operating Activities increased by 8.7% year over year to Taka 6,023 million from Taka 5,542 million in the prior year. In contrast to the previous year, when the company spent TK 2,243 million on the purchase of property, plant, and equipment, it used cash totaling TK 2,521 million. Throughout the year, the Company also paid off short-term borrowing of Taka 2,375 million and long-term borrowing of Taka 505 million. These had the effect of lowering the company's bank borrowings by Taka 2,873 million, from Taka 10,504 million in the previous year to Taka 7,631 million. However, due to an increase in the number of shares declared as stock dividend for the year 2019–20, Net Operating Cash Flows Per Share (NOCFPS) marginally decreased to Taka 13.50 from Taka 13.67 of the prior year.

	Notes	Amount in Taka	
		July 2020 - June 2021	July 2019 - June 2020
<b>Revenue</b>	19	-	77,348,173
Cost of Revenue	20	-	(177,108,082)
<b>Gross (Loss)</b>		-	<b>(99,759,909)</b>
<b>Operating Expenses</b>		<b>(517,500)</b>	<b>(6,637,464)</b>
Administrative Expenses	21	(517,500)	(6,087,304)
Selling Expenses	22	-	(550,160)
<b>Loss from Operations</b>		<b>(517,500)</b>	<b>(106,397,373)</b>
Finance Cost	23	(119,052,496)	(139,110,103)
Accounts & other receivable-write off	6	-	(552,670,800)
<b>Net Loss before Tax</b>		<b>(119,569,996)</b>	<b>(798,178,276)</b>
Income Tax Expense	24	-	52,854
<b>Loss After Tax for the year</b>		<b>(119,569,996)</b>	<b>(798,125,421)</b>
Other Comprehensive Income		-	-
<b>Total Comprehensive Loss for the year</b>		<b>(119,569,996)</b>	<b>(798,125,421)</b>
<b>Earning Per Share (EPS)</b>	25	<b>(1.38)</b>	<b>(9.20)</b>
Number of Shares used to compute Earning Per Share (EPS)		86,712,359	86,712,359

	Notes	Amount in Taka	
		As at 30 June, 2021	As at 30 June, 2020
<b>Cash Flows From Operating Activities:</b>			
Collections		91,151,324	650,244,114
Paid to Suppliers & Employees		(95,601,262)	(308,056,303)
<b>Cash Generated from/(Used In) Operations</b>		<b>(4,449,938)</b>	<b>342,187,811</b>
Interest Paid		(119,052,496)	(151,921,462)
<i>Net Cash Generated from/(Used in) Operating Activities</i>	27	(123,502,434)	190,266,349
<b>Cash Flows From Investing Activities :</b>			
Acquisition of property, plant and equipment		-	-
<i>Net Cash Used In Investing Activities</i>		-	-
<b>Cash Flows From Financing Activities :</b>			
Increased in Long Term Interest Bearing Block Account		106,493,995	286,850,795
Increased Long Term Loan-Phoenix		58,555,355	(476,949,397)
Paid Debenture- Current Maturity		(41,532,000)	-
<i>Net Cash (Used in) /Generated from Financing Activities</i>		123,517,350	(190,098,602)
<b>Increased/(Decrease) in Cash &amp; Cash Equivalents</b>		<b>14,916</b>	<b>167,747</b>
<b>Cash &amp; Cash Equivalents at the beginning of the year</b>		<b>890,782</b>	<b>723,035</b>
Effect of Exchange Rate Changes on Cash & Cash Equivalents	27	-	-
<i>Cash &amp; Cash Equivalents at End of the year</i>	8	<b>905,698</b>	<b>890,782</b>
<b>Net Operating Cash Flow Per Share</b>	28	<b>(1.42)</b>	<b>2.19</b>
Number of Shares used to compute Net Operating Cash Flow Per Share		86,712,359	86,712,359

	Notes	Amount in Taka	
		As at 30 June, 2021	As at 30 June, 2020
<b>ASSETS</b>			
<b>Non-Current Assets</b>		<b>676,180,824</b>	<b>676,180,824</b>
Property, Plant and Equipment - Carrying Value	4	671,073,526	671,073,526
Long Term Security Deposits	5	5,107,298	5,107,298
<b>Current Assets</b>		<b>526,090,060</b>	<b>617,226,468</b>
Accounts & Other Receivables	6	522,564,621	613,715,945
Advances, Deposits & Prepayments	7	2,619,741	2,619,741
Cash and Cash Equivalents	8	905,698	890,782
<b>Total Assets</b>		<b>1,202,270,884</b>	<b>1,293,407,292</b>
<b>EQUITY AND LIABILITIES</b>			
<b>Shareholders' Equity</b>		<b>(240,732,041)</b>	<b>(121,162,045)</b>
Issued Share Capital	9	867,123,590	867,123,590
Revaluation Surplus	10	780,685,982	780,685,982
Retained Earnings		(1,888,541,613)	(1,768,971,617)
<b>Non-Current Liabilities</b>		<b>181,400,811</b>	<b>498,128,140</b>
Long Term Borrowing-Net off Current Maturity	11	84,133,844	187,719,758
Interest Bearing Long Term Blocked Account	12	90,418,967	303,560,382
Deferred Tax Liabilities	13	6,848,000	6,848,000
<b>Current Liabilities</b>		<b>1,261,602,114</b>	<b>916,441,197</b>
Debentures-Current Maturity (Secured)		-	41,532,000
Interest Free Block Account-Current Maturity	14	350,099,962	320,013,834
Long Term Borrowing-Current Maturity	15	395,090,733	232,949,464
Long Term Interest Bearing Block Account-Current Maturity	16	436,195,766	146,646,484
Accounts & Other Payables	17	28,903,594	123,987,356
Accrued Expenses	18	51,312,059	51,312,059
<b>Total Equity and Liabilities</b>		<b>1,202,270,884</b>	<b>1,293,407,292</b>

## Liquidity Ratio

With the help of these statistics, I can evaluate the company's liquidity. Higher is preferred in these ratios.

The more secure the company's financial status, the higher the number. In Bangladesh, a company's liquidity levels matter when it comes to paying off short-term loans.

## Current Ratio

Beximco has a current ratio of 1.58. This shows that Beximco's present assets are 1.58 times more than what it needs to pay its short-term debts. It also portends favorably for the future of Beximco. The company is absolutely confident in its ability to pay its debts. They can conduct their routine business without any issues.

## Quick Ratio

Beximco's quick ratio is 0.34. The corporation's most liquid assets, or those that can be swiftly converted into cash, are also insufficient to pay the short-term debts. In order to meet its immediate obligations, the firm does not have enough liquid assets, such as cash and short-term investments.

### *Cash Ratio*

With a cash ratio of 0.09, Beximco does not appear to have a sufficient amount of cash. Despite the fact that the company does not have enough cash on hand to pay all of its current obligations. This shows that there is not enough cash in the company's coffers to sustain it for at least a year. However, 0.09 is regarded as a subpar cash ratio.

Current	1.58
Quick	0.34
Cash	0.09

Beximco Pharmaceuticals Limited reported financial results for the third quarter and nine months ending March 31, 2023. Sales for the third quarter were BDT 9,554.23 million, up from BDT 8,959.56 million in the same period last year, according to the business. In contrast to BDT 1,102.44 million a year ago, net income was BDT 950.56 million. The company is currently occupying the third spot in Bangladesh's pharmaceuticals industry with an 8.39% profit-based market share. Beximco Pharma employs over 4,700 employees and has operations in more than 80 nations. A year ago, basic earnings per share from continuing operations were BDT 2.47; this year, they were BDT 2.13. Sales for the first nine months were BDT 29,232.97 million, up from BDT 25,928.47 million in the same period last year. In contrast to BDT 4,280.45 million a year earlier, net income was BDT 3,634.59 million. In comparison to BDT 9.6 a year ago, basic earnings per share from continuing operations were BDT 8.15. Income statement is described by TTM (Trailing Twelve Months)

Moreover, It can be demonstrated that the third largest pharmaceuticals company of Bangladesh, Beximco Pharma has been doing generous and it is coming up with the newest inventories, research and

development and maintaining its salary and medicine prices according to the global rates and trying to control the prices along with its profit, revenue and cash flows from operating activities. Beximco Pharmaceuticals saw a net profit increase of 47%, while Square Pharmaceuticals saw a growth of 14%. Beximco Pharmaceuticals recorded a net profit of about Tk 4.94 billion for the fiscal year (FY) 2020–21, up from Tk 3.36 billion in the prior FY.

## Accounting Practices

The Financial Accounting Standards Board (FASB) in the United States issued a standard set of accounting principles referred to as "generally accepted accounting principles" (GAAP) which looks at the firm's compliance with GAAP requirements. Since GAAP is widely accepted, I'll concentrate on it. The list of American accounting principles is followed by an assessment of how closely each idea has been followed. The cost accounting practices investigates the impact of cost accounting methods on decision-making, performance enhancement, and general levels of satisfaction. I choose Beximco Pharmaceuticals Ltd to accomplish these goals after surveying manufacturing companies. Findings show that the widespread use of cost accounting methods is not substantial. Additionally, it demonstrates how few cost accounting methods have an impact on overall satisfaction.

Beximco heavily relies on its cost accounting data since it wants to accomplish both cost management and excellent quality. This study only discusses the use of cost accounting data for corporate reporting and decision-making, not Beximco Pharma's overall performance. In the process of valuing its inventory, the corporation used the weighted average technique. They feel that it provides a more precise and understandable view of the inventory.

### **Contemporary cost accounting methods and techniques used by Beximco Pharma**

Beximco Pharmaceuticals Ltd. is a well-known business in our nation. Beximco Pharma employs a number of modern strategies and tactics to compete with other businesses in the sector. Traditional cost accounting models were built on the mass production of an established product with well-known

properties and a reliable technology. In any case, Beximco Pharma reduced the labor content in the manufacturing process through automation, although the company's other costs grew.

### **Flexible manufacturing system**

Flexible manufacturing systems use CAD/CAM programmable machine tools and computer-controlled production processes. Companies can effectively produce a wide range of items in small quantities because flexible manufacturing saves setup or changeover periods. Beximco Pharma can use a flexible manufacturing system, although doing so only shrinks the batch size.

### **Total quality management**

Total Quality Management (TQM) is the term used to describe the process of ongoing improvement aimed at maximizing customer satisfaction. TQM's objective is to eliminate all waste, as opposed to waiting until the end of the manufacturing line to inspect things or trying to stay below acceptable tolerance limits. Beximco Pharma takes great effort to maintain quality. Being a pharmaceutical company, it is required to maintain the same level of quality as the competition. The Therapeutic Goods Administration (TGA) of Australia and the Gulf Central Committee for Drug Registration, Executive Board of the Health Ministers' Council for Gulf Cooperation Council (GCC) states (representing Saudi Arabia, Kuwait, Bahrain, United Arab Emirates, Qatar, and Oman), have granted them GMP clearance as a result.

### **Pull Rather than push system:**

When a decision is made using a pull method, it comes from below management. Demand pull principles are used to operate the factory production line. Only when the manufacturing process can respond to a pull system will a pull system function. However, Beximco Pharma uses a push mechanism rather than a pull system. In the context of Bangladesh, push system is thought to be more effective than pull, according to the Beximco Pharma authority. Pull systems are challenging to deploy since JIT is not feasible in the company and it is thought that it is best to avoid producing unneeded products and to not retain inventory on hand.

### **Activity-Based Management:**

The activity-based management system associates the cost of an activity with a product or client and links resource consumption to the activities carried out by a company. Activity-based costing systems are used in activity-based management to monitor and manage this relationship. There is no such use activity cost driver used at Beximco Pharma to calculate a product's cost. The cost of the product is calculated using the conventional method.

### **Life Cycle Costing**

From initial research and development to final marketing to customers, life cycle costing tracks and calculates the cost linked to each product and service. This type of work is primarily done in the Central Product Management (CPM) Department at Beximco Pharma. The things that CPM does are:

- Market research
- Selection of new product
- Design and testing of product (DTP)
- Sample store (logistics) management
- Making strategy

### **Operations Management Practices**

BPL has highly qualified professional staffs for handling all the condition of the company. The Industry and Department that run all the operational activities based on different type of sectors are:

- Central Product Management (CPM) Department
- Purchase Department
- Market Research and statistical cell Department (Sales)
- Human Resource Department (HRD)
- MIS ( Management Information System)
- Multimedia Department
- Medical Services Department

- International Business Marketing
- BPL Factory (Work department)

As these two departments have a very close circuit relationship and each depends on the other for the effective attainment of marketing and sales objectives, CPM prepares and designs sales and promotional activities to be conducted by the Sales department. With other departments, the CPM department collaborates. These divisions support and aid the product officers by supplying them with information and creating a variety of promotional materials.

### **Central Product Management**

- Preparing product literature and promotional materials for doctor.
- Determining the packaging pattern, color, size.
- Setting target sales
- Searching about competitor's strengths, weakness and opportunity
- Conducting meeting with field workers
- Issuing budget in consulting with different department
- Setting price for each product
- Collecting statistical data which are relevant to their operation

Beximco Pharma also contains Solid Department, Warehouse, Liquid, Cream & Ointment (LCO) Dept, Basic Chemical Unit, Antibiotic Formulation Department, Cox-Block, Quality Control Department, Project Development Department, Quality Assurance Department, Training Department, Product Development (PD) Department, Safety, Health and Environment Dept. Production Planning Department, Administration (Factory HRD), Engineering and Maintenance Dept.

## **Organization Overview**



## **“Taking Bangladesh to the World...”**

The largest private sector organization in Bangladesh at the moment is the BEXIMCO Group ("BEXIMCO" or the "Group"). Since its inception, the firm has transformed from a prominent, diversified firm with a presence in industry sectors that make up close to 75% of Bangladesh's GDP to a company that specializes solely in trading commodities. "Taking Bangladesh to the World" is BEXIMCO's company mission.

BEXIMCO is in a good position to benefit from robust expansion in a variety of industries in both the domestic and international markets. A skilled, independent team with extensive depth of expertise oversees the management of every Group firm. A distinct strategy plan that has been produced by management teams will improve the overall platform even more. Going forward, BEXIMCO plans to take use of its current market position and global reach, further diversify operations into extremely lucrative industries, seize the chance for domestic growth, and explore overseas prospects with caution.

## **TRAINING AND DEVELOPMENT PRACTICES IN BEXIMCO LTD.**

When teaching and learning activities are conducted with the primary goal of assisting members of an organization in acquiring and applying the information, skills, abilities, and attitudes required by that organization, this is referred to as training. Training is the process of enhancing a worker's knowledge and abilities to do a specific profession. Employee training is to enhance a worker's abilities or expand their level of knowledge in order to better prepare them for their current role or to advance them to a more responsible one. Training process is executed by the Identification and Training Plan here in Beximco Pharma LTD. It includes training requisition, training resources, trainers, training materials, training class, training co-ordination, Full certification, Maintenance, ETP's, Quality Control & conditional certification. The hiring and selection procedures for BPL could be improved in a developing country like Bangladesh, where the outsourcing health sector is continually growing and has significant potential. Bangladesh suffers difficulties in this sector, which lead to repeated industry switching as the organization stagnates

and expenses rise and returns decline. The lack of open positions and the underutilization of the prospective talent pool are preventing the best applicants from applying for the positions. As a result, the conventional recruitment and selection process could be improved upon and implemented using better techniques.

Their training curriculum is mostly divided into two categories, such as:

1. **Functional Training:** This training program is organized by department. That implies that after needs are identified, personnel from each department—such as HR, Marketing, R&D, and Production—are trained on particular needs relevant to their departmental jobs.
2. **Behavioral Training:** This includes instruction in soft skills including conflict resolution, manners, cultural standards, and anger management. This kind of training is available to all BPL employees, regardless of their department.

Again, there are two ways to deliver these two types of training:

- 1) **On-the-Job Training:** BPL employees receive on-the-job training while also receiving assignments, job rotations, and even follow-up with supervisors. This is applicable to both current employees and new recruiters. By carrying out their usual day-to-day tasks at their place of employment, individuals are continuously learning about and experiencing new things that are linked to the jobs they have been assigned. For instance, working on a specific project and producing a report on it, using machines, safety concerns, writing reports, and so forth. In other ways, it improves employee knowledge without adding any more time or money.
- 2) **Off-the-Job Training:** When necessary, BPL provides training outside the company; this is referred to as off-the-job training. They appoint an expert trainer to instruct their staff. To attend training programs, personnel are occasionally sent abroad, such as to Singapore or the Netherlands. They hold these training sessions in order for their staff to become a valuable resource for their business and its personnel.

The trainers evaluate the trainees' performances after they have participated in the training programs. The trainers, superiors, peers, and supervisors measure and rate each employee's

behavior, curiosity, readiness to try a new program, determination, score of activities, presence in seminars, and attitudes before providing comments.

3) **Appraisal & Evaluation:** Evaluation and Appraisal of Performance Depending on the performance rating, BPL appraisals are carried out annually as quantitative data analyses in numerical form. However, it starts when new staff join. That indicates that for the first six months after joining, employees are on probation. Their output is assessed after six months. Once the probationary term is over, the employees become permanent employees, and evaluations are conducted once per year, or once per year.

All of the employees who report to the manager are observed, and at the end of the year, their performance is assessed using a five-point Likert scale. According to the Likert Scale's points out of a possible 100, employees are evaluated and given annual reviews.

Poor < Below Average < Average < Satisfactory < Outstanding, and Excellent

Among the top performers, there are a few exceptional individuals who have achieved significant milestones in the past and have made a significant contribution to defining company objectives. In these situations, employees receive recommendations for next level advancements in addition to remuneration after the review.

## Training Method

### Job Skills training

- Safety Tour and Guidelines
- Factory Overview and Tour
- Job Knowledge Transfer
- Job Observations
- Skills Practice
- Ad hoc Training

- Peer Trainer
- Evaluation Process
- Certification
- Systems Improvement
- Documentation & database

The Beximco Group is Bangladesh's largest private sector organization, and it is the company's responsibility to maintain that reputation. Beximco Ltd.'s training and development system has made a significant contribution to its success. Beximco Limited unquestionably has a strong training and development system, and to keep things that way in a more effective and promising approach, the business can accept this project with ease.

## Industry and Competitive Analysis



### SWOT Analysis

S- Strength	W- Weakness
O- Opportunity	T- Threat

#### □ Strength-

- Positive corporate image and a strong brand image;

- decentralized system for making decisions;
- Attractive, dependable customer base

**Weakness:**

- lack of functional unit integration;
- Weak customer-facing marketing communications

**Possibility:**

- Rapider market expansion;
- Oracle EBS (ERP) system

**Threats**

- intense competition
- a tightly controlled market.
- Strong rivals are pursuing backward linkage for the creation of APIs.

## Porter's Five Forces of Beximco Pharma LTD



The industry in which Beximco Pharmaceuticals Limited operates can be analyzed using the Porter's Five Forces model in terms of its attractiveness through intrinsic profit potential. Strategic planners at Beximco Pharmaceuticals Limited can use the data analyzed using the model to guide their strategic decisions.

### **Threat of New Entrants**

In the sector that Beximco Pharmaceuticals Limited operates in, it is rather challenging to generate economies of scale. This facilitates cost advantage for those generating high capacities. It also raises the cost of production for new competitors. As a result, the dangers posed by new competitors are less potent. Within the industry, enterprises sell distinctive items rather than standard products, demonstrating how significant product differentiation is within the sector. Customers seek out products that are unique. Additionally, there is a big focus on marketing and customer support. Due to all of these elements, the threat of new competitors is a weak force in this market. Newcomers can quickly set up their distribution channels and enter the market since they have simple access to distribution networks. Government regulations in the sector impose stringent licensing and regulatory criteria that must be satisfied before a company can begin selling. Because of this, it is challenging for new entrants to enter the market, making the threat of new entrants a weak factor.

### **Threat of Substitutes**

There aren't many items that can be used in place of those made by the company Beximco Pharmaceuticals Limited. The few accessible alternatives are also created by poor profit-making industries. This indicates that there is no upper limit on the maximum profit that businesses in the sector where Beximco Pharmaceuticals Limited competes may realize. The extremely limited alternatives are of great quality but are significantly more expensive. Comparatively, businesses in the sector where Beximco Pharmaceuticals Limited works sell products with acceptable quality for less money than competitors. This indicates that the industry is not particularly threatened by substitute items.

### **Bargaining Power of Buyers**

In the sector where Beximco Pharmaceuticals Limited is active, there are a lot more suppliers than there are companies making the goods. As a result, the buyer force's bargaining strength is diminished and the buyers have fewer companies from which to pick. Because there is a high degree of product differentiation within the business, consumers cannot locate other companies that are making a given product. The purchasers' negotiating strength becomes a weaker force inside the sector as a result of their difficulty switching. Within the sector, the buyers' income is modest. This indicates that consumers are under pressure to make low-priced purchases, which increases their price sensitivity. As a result, consumers' purchasing power becomes a less powerful influence in the market.

### **Bargaining Power of Suppliers**

When compared to the number of buyers, the industry Beximco Pharmaceuticals Limited operates in has a large number of suppliers. It implies that suppliers have less influence over prices, which weakens their negotiating position. The vendors are not in competition with other goods in this sector. This indicates that there are no alternatives to the goods available other those offered by the vendors. As a result, suppliers now have more clout in the industry's negotiations. Beximco Pharmaceuticals Limited is a significant client for its suppliers in the sector in which it works. This implies that the suppliers have a key role in the industry's financial success. The suppliers' negotiating position within the industry is weakened by the affordable pricing.

### **Rivalry among the Industry**

There aren't many rival companies in the market Beximco Pharmaceuticals Limited operates in. The majority of these are also quite enormous. This implies that businesses in the sector won't act without being observed. The tiny number of rivals hold a sizable portion of the industry. This indicates that they will engage in aggressive competition to establish themselves as market leaders. As a result, existing company competition becomes a more powerful force within the industry. The sector in which Beximco Pharmaceuticals Limited operates sees annual growth and is anticipated to do so for the foreseeable

future. a favorable Because there is less need for competitors to steal market share from one another as the industry grows, competitors are less inclined to engage in aggressive behavior. Due to this, industrial rivalry between established companies is a less powerful driver. The industry in which Beximco Pharmaceuticals Limited operates has substantial fixed expenses. Due to this, businesses in the sector operate at maximum capacity. This also implies that these businesses will lower their pricing as demand declines. As a result, existing company competition becomes a more powerful force within the industry.

### **Summary & Conclusion**

The Beximco Pharmaceuticals Limited is a well-known company in the healthcare industry. Beximco Pharmaceuticals Limited has changed how business is conducted in the healthcare industry over time. The strategists at Beximco Pharmaceuticals Limited can get a full picture of everything that affects the organization's profitability in the healthcare sector. They have the ability to spot paradigm-shifting trends early on and act quickly to seize the moment. The managers of Beximco Pharmaceuticals Limited can sway those dynamics in their favor by comprehending the Strategic Analysis and coming up with the remedies in great depth.

## Chapter Three: Project Part

### Introduction

#### **Recruitment & Selection Process**

##### **Recruitment**

An organization is not doing itself any favors at all if its hiring and selection procedures are weak. With a well-thought-out selection process, you can draw in a large number of applications while also whittling the field until you find the ideal person for each position. Recruitment and selection are two key parts of the hiring process that allow companies to find and attract the best talent. Getting a job description in



front of as many individuals as you can is part of the recruitment process. The process of selection entails whittling down the field until only the most qualified candidate is left. The aim of recruiting is to gather as many qualified applicants as possible (using as many appropriate recruitment techniques as possible). In the External Recruitment- recruiters look for prospects outside of their company. They might do this by publishing job listings on job portals, using social media, or creating their own career website. Contacting passive prospects, or people who aren't actively looking for job, is another method of external recruitment. Internal Recruitment involves looking for candidates who already work for the organisation in a different role. Prior to launching the search for external candidates, many businesses decide to publicize the position internally.

### **Selection Process**

Selection is the method of collecting data for the motive of evaluating and deciding who should be hired for the particular position. BPL follows several steps to complete its selection process in a proper way. It is a very organized way designed by the management to pick the perfect one for the required position. The success of the selecting process affects the entire process. At this step, candidates are shortlisted and put through various tests to determine their competency. A poor choice could jeopardize the entire hiring process, resulting in a waste of money, time, and effort.

For any organization, the Recruitment and selection process is essential. It guarantees that the company has the appropriate personnel to handle the daily operations. By efficiently utilizing this procedure, money might be saved.

### **Problem Recognition**

The hiring and selection procedures for BPL could be improved in a developing country like Bangladesh, where the outsourcing health sector is continually growing and has significant potential. Bangladesh suffers difficulties in this sector, which lead to repeated industry switching

as the organization stagnates and expenses rise and returns decline. The lack of open positions and the underutilization of the prospective talent pool are preventing the best applicants from applying for the positions. Hence, the conventional recruitment and selection process could be improved upon and implemented using better techniques.

## **Literature Review**

A literature review or narrative review is a type of review article. A literature review is a scholarly paper, which includes the current knowledge including substantive findings, as well as theoretical and methodological contributions to a particular topic.

Edwin Flippo defines the recruitment and selection process as "a process of searching for prospective employees and stimulating and encouraging them to apply for jobs in an organization." In plainer terms, selection and recruiting are complementary activities that would be useless without one another. They are crucial members of the organization and considerably different from one another. It aids in identifying the potential and skills of candidates for anticipated or real organizational openings. It serves as a bridge between employers and job seekers.

Training is the systematic development of the information, abilities, and attitudes necessary for a person to carry out a specific task or job adequately, according to Michel Armstrong. (Source: Kogan Page's 8th edition of A Handbook of Human Resource Management Practice.) According to Edwin B. Flippo, "training is the act of increasing knowledge and skills of an employee for doing a particular job." (Reference: Personnel Management, 6th Edition, McGraw Hill, 1984) The process of enhancing an employee's aptitude, skill, and ability to do a certain profession is referred to as training. Training assists in gaining new skills and improving existing ones. Successful job candidates require training in order to carry out their responsibilities well. (Referenced in Aswathappa, K., Human Resource and Personnel Management, Tata Mcgraw-Hill Publishing Company Limited, New Delhi, 2000, p. 189).

The relationships between particular HR practices and corporate financial performance have been examined by a number of authors. According to Lam and White (1998), a firm's HR orientation (as determined by efficient hiring, above-average pay, and substantial training and development) was associated with return on assets, sales growth, and stock values. In a modern firm where

employee quality and dedication are crucial to survival, HRM functions are becoming more and more crucial. Every area of HRM needs to be reinforced, but the Performance Management System is the most crucial and challenging, according to Gordon (2000). There is a need for employees at all levels to understand what they should be doing and what is expected of them in terms of output quantity and quality. Evaluation of performance ought to result in the determination of training and development requirements. Additionally, it establishes a fresh foundation for growth and development. Some of the key elements of successful motivational tactics are offered by Performance Management Systems. Feedback, in particular, that enables a worker to understand how effectively he or she is functioning, is essential. The system also offers pertinent data needed for selection method validity checks. The planned HR deployments and activities intended to help it accomplish its objectives were specified by Wright and McMahan in 1992.

According to Boselie et al. (2005), HR deployment represents the fundamental presumptions underlying the conception of what HRM is and accomplishes, specifically, that it accurately and successfully adapts to the environment of the firm while completing other organizational systems and contingencies. There are similarities and inconsistencies in HRM and performance research, according to Boselie and Deitz (2003) and Katou and Budhwar (2006) (Wall and Wood, 2005; Wright and Boswell, 2002).

The study by Boswell (2002), which looked into the connection between HRM practices and company performance, may be regarded as the ground-breaking work in this field. This strategy has also received the most citations. The findings of this study were summarized by the finding that several organizational performance metrics were highly and favorably correlated with high levels of HRM practice involvement. Delaney and Hselid (1996) discovered that HRM methods (selection, training, compensation, etc.) had a favorable impact on the efficiency of the firm.

## **Objectives**

The main objective, one of the primary goals I want to accomplish with the help of this report is to successfully finish the internship program that I have been participating in. In addition, I will demonstrate what I have encountered and learned while working as an HR Intern at Beximco Pharma LTD for the last three months, as well as how I have coordinated my academic studies with the actual environment of a company.

## **The specific objectives**

- Since the HRD department maintains the quality to have the best employees be recruited in the organization to perform efficiently to achieve the targets. I got the tremendous opportunity to work very closely to learn the HR activities.
- To have a daily understanding of the steps involved in the Recruitment & selection department
- To gain more knowledge on the lesson plan for the employee database and hiring process how it turns them into human assets.
- To be familiar with the comprehensive Human Resources policies, pay, and perks offered by Beximco Pharma LTD.
- To get information on the internal workings of Beximco as a whole
- To learn the human organizational behavior in more ethical manner, visual example of how candidates are handled professionally by the Human Resource department

## **Summary**

Having no expectations BPL keeps up its HRM process by organizing, planning, leading, managing, and regulating the activities involved in creating, growing, and inspiring its workforce. The entire HR function is divided into a number of processes that are each overseen by a different person. such as scheduling and ordering, choosing, initiating, training, assessing, and evaluating, as well as compensation and benefits. These procedures are all detailed together in one paper.

## **Methodology**

The data and all the information were collected in a form of Primary and secondary data.

**Primary Data:** The Data was collected by myself through

- examining and perusing the various HRD documents;

- conducting in-depth face-to-face interviews with my supervisor, subordinate, and other superiors who were in charge of particular tasks like hiring, training, paying, and so forth;
- making observations of the workplace.

**Secondary Data:** This data was collected by others through different sources/purposes

- Annual reports of BPL;
- Office files & documents;
- Educational books and journals;
- Monthly & quarterly business magazines;
- Several web sites.

## Finding & Analysis

### Findings

It can be concluded from an analysis of Beximco Pharma's entire human resource management strategy that their workforce is very productive and efficient, allowing them to compete in the expanding market.

Their management procedures are really effective. Flexible working conditions are available. They have a very well-organized recruitment and selection process that differs from different positions, a well-organized orientation program, beautifully designed training methods, fair evaluation & appraisal plans, and alluring compensation and benefit packages.

It is safe to state that Beximco's workforce is incredibly compelling and productive, making them a competitive competitor in the current market, after spending a quarter of a year there and seeing their HR processes, recruitment strategy, and training programs. They have a solid hiring procedure that enables them to draw in exceptional personnel, stable management, and a flexible work environment.

- ✓ The selection of staff following the planning process will determine future productivity, which makes the planning process crucial and given more importance. As a result, the planning team

implements a very effective plan on how many employees they would need and how to implement them correctly for each role.

- ✓ The recruitment and selection process is then carried out over a lengthy period of time. The management team used to invest a lot of time in order to be certain that they had the ideal applicant. The selection process for the candidates is extensive.
- ✓ During the orientation and training processes, BPL always extends a very warm welcome to its employees. They have a very accommodating attitude toward their staff members, enabling them to feel at ease at work and quickly adapt to workplace customs.
- ✓ When it comes to employee evaluations and appraisals, BPL is quite fair. Only the employee performances are used to measure and determine the evaluation points. The selection of the best candidates for appraisal and prizes to encourage them to be more proactive and productive is done in a very fair and efficient manner.
- ✓ The compensation and benefit plans are extremely alluring to employees in BPL. Depending on their accomplishments, position, and corporate policy, they are given a variety of pay and benefits, which enhances the value of their work.
- ✓ The HR team at Beximco concentrates on identifying people who will make the most contributions to the long-term development of the business. To decide whether to offer the post, they consider the applicants' value to the business in the next two, three, and five years. They pick the applicant who will make a substantial contribution to the organization's future success by virtue of their qualifications, track record, and experiences.
- ✓ At this moment, the recruitment and selection process is drawn-out, tiresome, and can even become stressful for the applicants. Because the Human Resources division can only devote so many personnel to this problem. Since they need to hire more individuals to work in the production plant or factory, they must plan the exam paper and various archives as frequently as is practical for more than a hundred people.
- ✓

Both the employees and the surrounding community at BPL are very adaptable. It creates a highly friendly working environment when everyone, from the department head to the lowest level employees, respects one another. Once more, it contributes to increasing employees' willingness to perform harder and honestly.

The Head of HR maintains a warm relationship with every employees in his department.

His interactions with every officer and worker strengthen the team's ability to function. It is more appealing to work there because of their positive attitudes toward their jobs and coworkers. The HRD is one of the greatest and most well-organized departments in the organization because of the way they keep track of and have control over all HR activities.

## Analysis

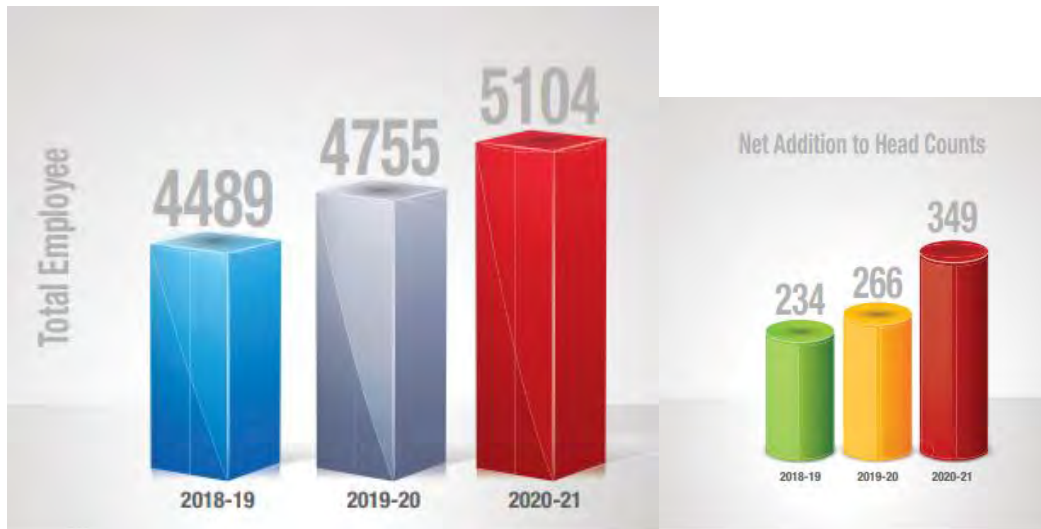
Beximco Pharma truly believes that its people are its most valuable asset. They recognize each employee's contribution to attaining their objectives and see their employees as the engine driving their growth. The organization's objective is to assure the maximum degree of employee engagement by offering a friendly workplace, competitive pay scales, end-of-service benefits, and most significantly, career advancement within the company. BPL's HR strategy is intended to draw in committed, talented individuals who can work with the company to achieve its goals.

Our population is evenly distributed in terms of education, age, experience, and gender. We make an effort to hire individuals with diverse areas of experience.

When male and female candidates are judged to be equally qualified for any post, we prioritize gender diversity and favor female candidates. Beximco Pharma currently has 210 full-time, permanent female employees working at various levels; two of them are part of the management committee. Women are being employed more frequently at all organizational levels, with a 31%

increase in female employees from the previous year in 2020–21. The Company does not discriminate throughout the selection and recruitment process based on gender, religion, faith, color, or nationality.

### **Total Employee**

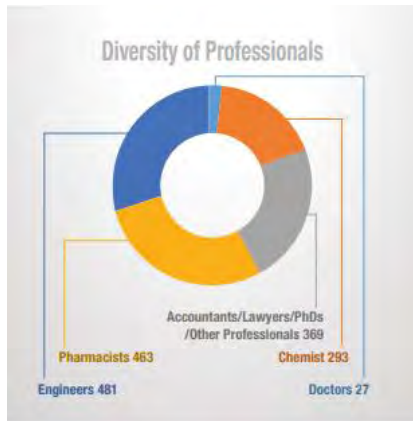


### **Training and Development:**

They set up a number of training sessions for various levels of staff despite the disruptive pandemic situation to give them the necessary knowledge and upgrade their abilities. The company has specialized divisions that run need-based and customized training programs for staff members throughout the organization throughout the year, both at the factory level and in the corporate office.

They invite local and foreign trainers and experts, in addition to their own experience, to provide training sessions. The recruitment and selection process for those personnel who receive foreign training does not discriminate on the basis of gender, religion, creed, color, or nationality.





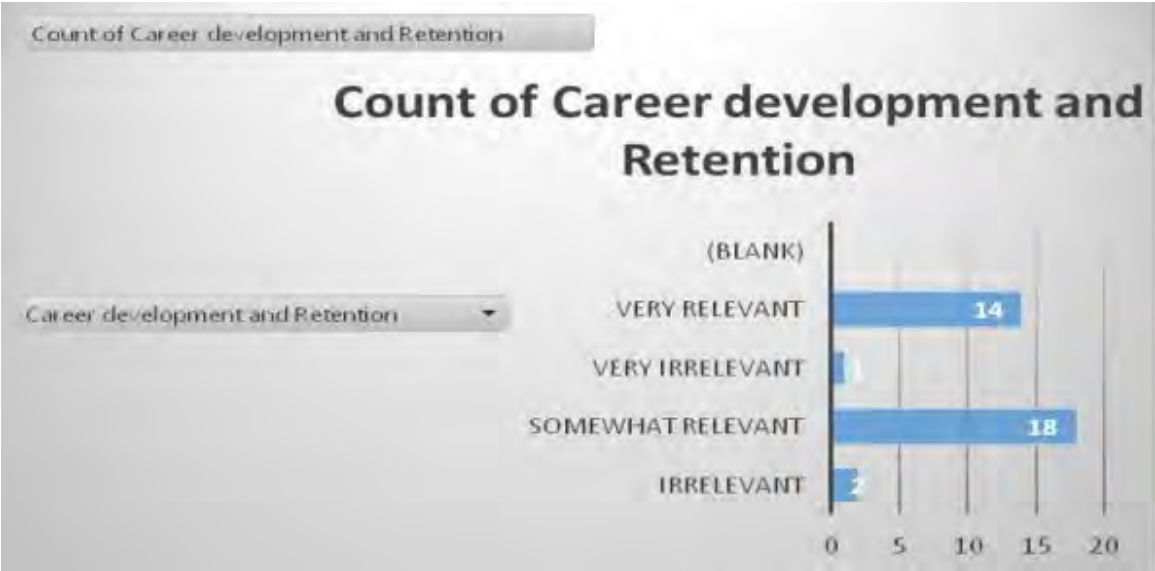
### **Covid-19 Support to Employee**

At the start of the COVID-19 pandemic in 2020, it started a package of support services for its employees, including a 24-hour hotline for the employees and their families, free medical tests, free medicine and ambulance services, isolation and quarantine centers, oxygen cylinder supports, emergency food supply, hassle- and risk-free COVID-19 sample collection centers at convenient locations, and 24/7 medical consultation services by its dedicated medical staff. This year, the employees and their families were still given these services. It kept up preventive measures including wearing masks at all times, checking the temperature, sanitizing, and, where necessary, donning personal protective equipment.

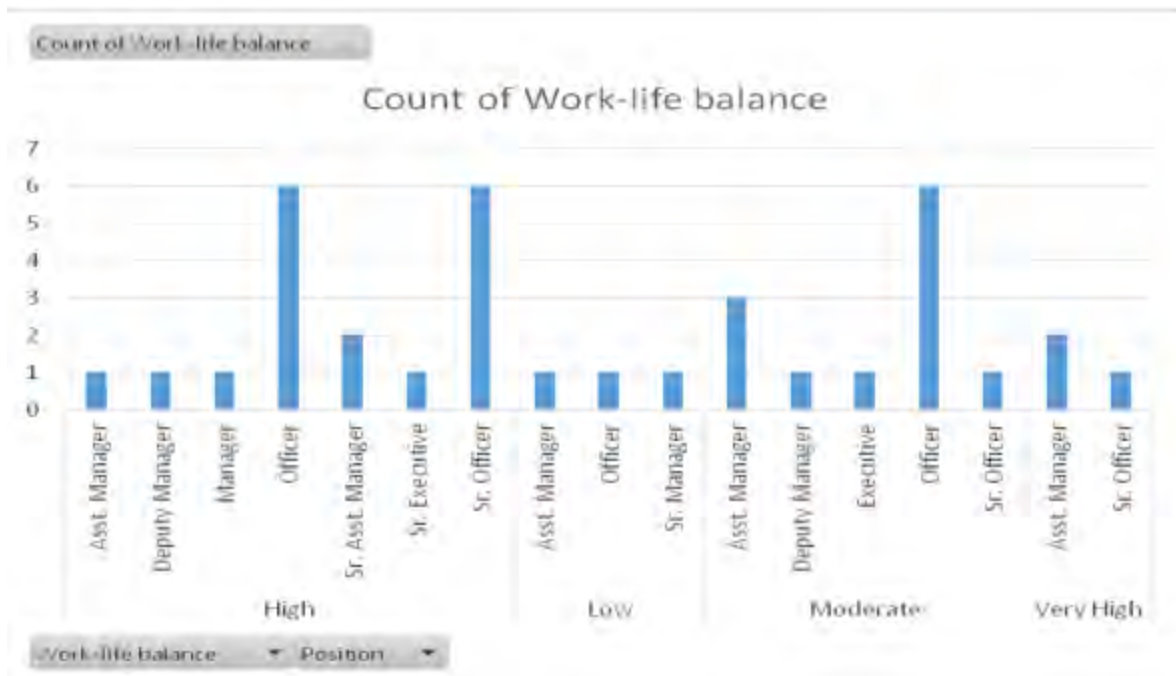
In the middle of the continuous epidemic, which continued to disrupt commercial and economic activity all over the world, it finished yet another trying year. The number of Covid-19 fatalities worldwide has now topped five million, and nations are still battling the virus's highly contagious delta form. Despite the largest immunization drive in history, there is still a significant gap in vaccine access. Only 5.1% of the 7.86 billion doses of vaccine provided globally were in low-income countries, and this vaccination disparity continues to be the primary barrier to putting an end to this pandemic.

### **Career Development and Retention**

Career development and Retention	Count of Career development and Retention
<b>Irrelevant</b>	<b>2</b>
<b>Somewhat relevant</b>	<b>18</b>
<b>Very irrelevant</b>	<b>1</b>
<b>Very relevant</b>	<b>14</b>

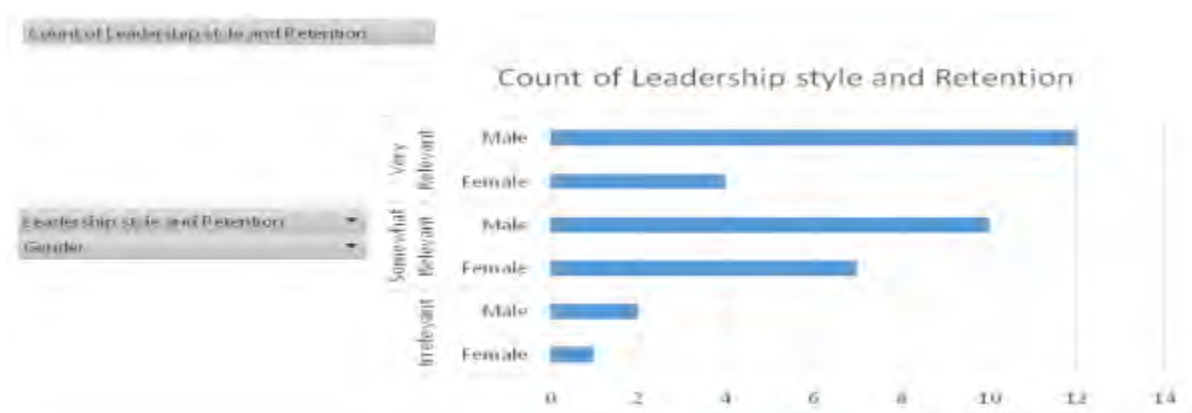


**Work-Life Balance in Different Positions**



From the above table and figure we can see that employees in officer and senior officer position enjoys more work-life balance than others. On the other hand, few respondents mentioned that they enjoy less work-life balance and in the analysis part I have described regarding this anomaly.

### Leadership Style and Retention



The chart shows that, in terms of employee retention, male employees are more influenced by leadership style than female employees. In our study, there were 24 male respondents; half of them saw a connection between retention and leadership, and ten of them thought it was somewhat relevant. Additionally, with the

exception of 1, all of the 12 female respondents believe that leadership style is important for their continued employment with the organization. As a result, the ratio of responses from male and female employees in this instance is comparable.

### **Job Security**

We can see that having a secure employment is important for people in entry-level positions, including those in officer positions. Since the organization strongly encourages recent graduates to apply, they want to land a job where they can further their careers while simultaneously helping the business grow.

### **Support to Community**

It was more than just a business to it to guarantee the continuous supply of high-quality medications throughout lockdowns and supply chain disruptions. This objective was effectively completed by the team's dedication and commitment. Throughout the epidemic, Beximco Pharma undertook a number of measures to aid the community. Beximco Pharma provided storage and distribution services for free across the country for all COVID-19 vaccines, including Sinopharm, Moderna, and AstraZeneca, which the government had purchased from sources other than the supply under contract with SII. As of the reporting date, 90 million doses—almost the entire nation's supply of COVID19 vaccine—had been distributed.

### **Awards & Recognition**

The fact that it was awarded the prestigious CPhI Pharma Awards 2020 this year for "Innovation in Response to COVID-19" is a clear indication of our initiatives and capacity to handle difficult circumstances. The business earned the "Company of the Year, Asia Pacific" award at the Global Generics & Biosimilars Awards 2021 for the second time. By providing high-quality medications to those who need them most, the worldwide generics and biosimilar businesses have achieved enormous strides. This prestigious award honors their outstanding accomplishments.

### **Career Development for Managers**

Employees who are between the ages of 31 and 40 place a strong emphasis on career growth. The personnel in this role are at the assistant manager level and above, according to the data. This outcome is probably due to a higher hierarchy tree. Because they need to go up the managerial ladder, making the option to switch companies may be crucial for them.

## **Recommendations**

Being an intern at Beximco Pharma makes it challenging for me to suggest any modifications to the hiring and selection processes used by the business. Due to Beximco's size, an entry-level employee would not have enough time to become fully knowledgeable about the hiring procedure and other HR operations within their brief employment. Even if the selection procedure has been effective in terms of employment, there is always space for improvement. After examining the results, BPL can receive recommendations for improvement and a more durable evaluation and enrolling procedure. The Suggestions are given beneath:

- ✧ They place more value on academic institutions and credentials. It receives rather high marks. However, sometimes a candidate's qualifications cannot be fully represented by their grades. Many individuals have exceptional talents in some specific fields connected to the job but have subpar grades on their academic transcripts. Therefore, focus on other practical knowledge needs to be increased.
- ✧ Beyond the standard ones, more alluring pay and benefits can be offered. For instance, daycare facilities, gyms, canteens, food courts, and other amenities are now provided by many large companies because they are more attractive to employees than the standard perk.
- ✧ Companies can send their staff on advanced training and development programs, as well as to sizable corporate workshops and lectures, to better prepare them for the future.
- ✧ Due to a lack of room for educational meetings, the human resources department frequently has trouble accommodating students. HR should therefore make sure there are multiple new training rooms so that workplace training may be handled effectively.

- ✧ The top management and the administrators must both have a thorough awareness of the procedures involved in organizing and enrolling a candidate for the recruiting and selection process to be more successful.

Even though the effectiveness of the selection and enrollment process used by BEXIMCO pharmaceuticals Limited was the basis for this study, there are some restrictions on gathering further data because of the business's strategy. The amount of data that can be gathered is constrained in comparison to reports that allow for more client-side administrations or points of view.

## **Conclusion**

Beximco has established itself as one of Bangladesh's top pharmaceutical companies. One of the most vibrant and quickly growing economic sectors, the pharmaceuticals industry contributes significantly to both the federal and state economies. BPL offers competent individuals job possibilities and enjoys a solid reputation in the business community. Companies in this industry don't have geographic restrictions; instead, they operate on a worldwide basis. Therefore, it is essential that BPL employs a capable, inventive, and motivated team in order to succeed in such a competitive industry.

This report's main goal is to investigate and comprehend BEXIMCO Pharmaceuticals limited's hiring and selecting procedures. I saw that the HR division methodically upholds the plan and procedure that enables them to choose the best applicant for each available position at the ideal time.

The human resources division of BPL is meticulously selecting the best candidates for available vacancies. Being a part of such a prestigious club therefore means a lot to me. Even in my entry-level position right now, I'm learning a lot and getting exposed to a cutting-edge corporate culture. The employees of Human Resources displayed outstanding resiliency and adaptability throughout this trying time. They frequently

make an effort to motivate me to work harder and engage in more useful exchanges. I therefore value the chance to work with the Human Resources Department, which has such a fantastic workforce.

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