

Report On
Strategic Analysis of Compensation & Benefit Management of Kazi Farms Limited

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

BRAC Business School

Brac University

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Declaration

It is hereby declared that

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

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Letter of Transmittal

15 October, 2025
Dr. M. Nazmul Islam
Associate Professor,
BRAC Business School
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Merul Badda, Dhaka-1212

Subject: Submission of Internship Report

Dear Sir,

With due respect and great pleasure, I am submitting my internship report on the chosen topic “Strategic Analysis of Compensation & Benefit Management of Kazi Farms Limited.”. The 3 (three) months internship program was a great experience as it gave me wide exposure to the professional environment.

I tried my best to follow the guidelines while preparing the report. This internship program was a great opportunity to get hand-on experience.

I would be happy to answer any queries on the report. Any criticism of the report is welcomes as it is a way of improving oneself.

Sincerely yours,

Shafkat Siraj Tonmoy

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Non-Disclosure Agreement

This agreement is made and entered into by and between Kazi Farms Limited and the undersigned student at BRAC University.

Shafkat Siraj Tonmoy

ID: 22264013

Acknowledgement

This report was successfully completed because of the efforts of numerous individuals who gave their time and provided suggestions for improvement. I want to start by heartfelt gratitude to Allah the Almighty for providing me with the endurance and determination to finish the report by the deadline.

I would like to express my gratitude to Dr. M. Nazmul Islam, my supervisor an associate professor at the BRAC Business School, for all his help and guidance to get the report completed.

Also, I would like to express my gratitude to all the employees of Kazi Farms Limited, Md Faruk Hossain (Assistant Manager, HR & Admin), Shameem Al Redwan (Assistant Manager, HR & Admin), and Md Moniruzzaman Monir (General Manager), for contributing their time and providing the data required to complete this report.

It would not have been possible to finish this report without the support of every person mentioned.

Executive Summary

This report is based on my successful completion of a three month internship at Kazi Farms Limited in the HR Department(Compensation & Benefit) from 15th june, 2025 to 15th September, 2025 which was required for my Master of Business Administration degree at BRAC University. Kazi Farms Limited is one of the largest agribusiness companies in Bangladesh, known for producing poultry, eggs, feed, and various other food products.

Kazi Farms Limited was founded in 1996.The company produces dairy products, eggs, poultry, and feed all over Bangladesh.

The main objective of the report was to explain how the theories and knowledge acquired during the MBA program are used in real HR practices at a top agribusiness organization such as Kazi Farms Limited. Both primary and secondary data were used in the preparation of this report. Primary data was collected from my daily observations and the work I completed for my internship. Secondary data was collected from company documents, official websites, and relevant books.

Over the years, Kazi Farms Limited has grown significantly and a major factor in this success has been its effective HR procedures. The HR and administrative division's Compensation & Benefit procedures are the main focus of this report. I have also included a few recommendations that could enhance the current process.

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Acronyms

HRM- Human Resource Management

HRIS - Human Resource Information System

HR - Human Resource

CSR - Corporate Social Responsibility

ERP - Enterprise Resource Planning

TA/DA- Traveling Awareness/ Dearness Allowance

CBF- Contract Broiler Farming

KRA- Key Result Area

KPI- Key Performance Indicator

KFL- Kazi Farms Limited

Chapter 1: Overview of Internship

1.1 Student Information

This internship report has been done by I, Shafkat Siraj Tonmoy with the student ID 22264013 majoring in Human Resource Management as part of the MBA program at The Kazi Farms Limited.

1.2 Internship Information

Kazi farms Limited is one of the leading agribusiness companies in Bangladesh. They not only focus on the business but also focus on the wellbeing of their employees. The company has a supportive work culture for their employees which help to bring overall success. The HR Department emphasize on transparency, continuous learning and employee engagement. I have worked in HR department under their Compensation & Benefit team.

I was given the opportunity to work as an intern in this company for 3 (three) months from 15th June, 2025 to 15th September, 2025. I was recruited as an intern in their Compensation & Benefit team at their corporate head office which is situated in Dhanmondi, Road-02 Road, House no-35, Dhaka-1205.

At the company, the Assistant Manager of the Compensation & Benefit division, MD Faruk Hossain was my organizational supervisor who has guided me and helped me during this 3 (three) month internship program.

1.3 Responsibilities as an Intern

- **Processed maternity benefits in alignment with Bangladesh Labor Law:** Female employees at Kazi Farms Limited were entitled to maternity benefits according to Bangladesh Labor Law. It was my responsibility to verify their eligibility, get the required documentation ready, and work with payroll to ensure that the benefits were disbursed on schedule. In order to support the company's employees and maintain compliance with labor laws, I also made sure that everything was carried out legally and openly.
- **Verified and processed TA/DA bills for sales personnel:** Sales employees had rights to Travel Allowance (TA) and Dearness Allowance (DA) because they frequently traveled for work. It was

my responsibility to review their submitted bills, confirm the information with corporate policies, and send them for approval of payment. This guaranteed prompt, error-free, and equal employee payment.

- **Reviewed, verified, and facilitated disbursement of employee's medical bills:** According to Kazi Farms Limited's internal medical policy, employees could submit claims for medical expenses. Before sending the medical bills for payment, I looked across the documents, made sure they were approved, and verified that they complied with the company's policies. This procedure kept business funds under control while assisting staff in receiving financial support for medical needs.
- **Updated and maintained accurate employee records in ERP system (idemphere):** Keeping all employee data updated in the Idemphere ERP software was one of my primary duties at Kazi Farms Limited. Important information such as job positions, salaries, employee profiles, and other HR-related data are stored in this system. It was my responsibility to ensure that everything was up to date in the situation of resignations, transfers, or promotions. Since management and payroll departments relied on this data to make accurate decisions and computations, it was crucial to maintain its accuracy.
- **Managed personal files for both management and non-management employees:** I was in charge of keeping track of all employee's digital and physical records, whether they were regular staff members or members of management. Appointment letters, ID copies, joining forms, and performance records were among the documents in these files. To guarantee that employee privacy was always maintained, I made sure these files were current, well-organized, and kept private. This made it simple to locate information when management or HR needed it.
- **Assisted in organizing employee engagement initiatives:** Gatherings like birthday parties, farewell parties, and seasonal or cultural festivals were done in Kazi Farms Limited to encourage employee bonding. By creating event lists, liaising with teams, and overseeing logistics, I contributed to the planning and execution of these activities. These initiatives made employees feel appreciated and established a friendly and positive work environment.

1.4 My contribution to the Company

As an intern, I made significant contributions to Kazi Farms Limited because the work I did was closely related to the HR department of the business. I was in charge of maintaining personal

files, updating employee records in the ERP system, and making sure all information was correct and appropriately documented. Payroll processing, compliance, and employee benefits administration all depended on these documents. I made sure to work thoroughly and stick to deadlines because any error could have resulted in delays or financial disparities. Furthermore, I helped with maternity benefits processing, TA/DA bill verification, medical claim paperwork, and opening bank accounts for new hires. Through effective management of these duties, I contributed to the smooth and uninterrupted operation of HR operations.

1.5 Benefits from the Internship Program

- **Improved communication:** I had to interact with a variety of people during my internship at Kazi Farms Limited, including bank representatives, employees, and members of the HR team. Because I learned how to ask the right questions, share information effectively, and explain things clearly, this helped me become a better communicator. Furthermore, it gave me more self-assurance when I was speaking professionally to individuals I did not know.
- **Cooperation and Teamwork:** I frequently had to collaborate with other team members while working on various HR-related tasks. For example, coordination between multiple departments was necessary to process employee benefits or plan employee events. This taught me how to collaborate with others, assign tasks, and support one another in order to finish the work efficiently and on schedule.
- **Stress Management:** There were sometimes a lot of things to finish quickly, like preparing files ahead of time or checking documents. It was a little difficult at first, but I eventually learned how to remain composed and concentrated under pressure. I learned how to manage stressful circumstances without becoming overwhelmed from that experience.
- **Time Management:** My time management abilities also improved as a result of the internship. I developed the ability to prioritize my work and finish everything by the deadline because I had to manage several responsibilities, such as updating employee records, confirming invoices, and helping with events. I became more efficient and well-organized in my everyday tasks.

1.6 Problems Faced During the Internship

- **Low Remuneration:** According to the time and effort required to learn and finish the tasks, the compensation was relatively low, as is the case with many internship programs. Although gaining experience was my primary objective, the financial aspect at times felt less motivating in relation to the workload and duties performed.
- **Orientation Program:** I didn't get any formal orientation where I was introduced or got to know about the rest of the employees. I had to take the initiative to go and meet everybody of my team. An orientation program needs to be arranged so that new interns do not face problem when starting their internship.
- **Supervisor Not Always Available:** In some cases, specifically when there was urgent work to be done, my immediate supervisor was either too busy or unavailable to provide guidance. It was challenging to obtain quick approvals or clarifications.. As I waited for final instructions on important decisions, I eventually learned to handle small tasks on my own.
- **Lack of Prior Practical Experience:** Despite my theoretical knowledge of HR from my studies, real-world HR tasks were quite different. For example, I had to pick up professional handling skills and practical knowledge on the job in order to prepare employee files, help with employee engagement events, or coordinate with banks for account openings.
- **Adapting to a New Work Environment:** It was difficult at first for me to get used to Kazi Farms Limited's professional environment. I was unfamiliar with the office rules, reporting structure, and work culture. Understanding how things operated, who to contact for particular tasks, and how to handle responsibilities in a professional setting took some time.
- **Overtime and Workload Pressure:** I had to stay after regular office hours to finish tasks on time during busy times, such as payroll processing or employee engagement events. It was at times challenging to balance this workload with learning as an intern, particularly when several tasks built on top of one another.

1.7 Recommendations for Future Interns

- For new interns, the company should set up an initial orientation program where they can learn about the rules, work procedures, culture, and reporting structure. Interns will be able to adapt more quickly and work with confidence right away thanks to this.

- Supervisors are sometimes too busy to provide interns with timely approvals or guidance. When the main supervisor is unavailable, the organization can designate a substitute to assist interns. This will prevent work from becoming stuck.
- Even if internships are mainly for learning, modest stipend or travel allowance can encourage interns, even if the primary purpose of the internship is education. It indicates that the business acknowledges their time and effort, which will boost output and loyalty.
- Interns frequently have to stay late during busy periods, such as events or payroll deadlines. To prevent interns from feeling overburdened or stressed, the organization can assign tasks to more people or plan work in advance.
- The business can set up quick training sessions on useful HR duties like file management, employee benefits, and payroll processing. This will help interns connect their academic knowledge with real life HR practices and work more efficiently.

Chapter 2: Organizational Part



Figure 1: Company Logo

2.1 Introduction

The well-known Bangladeshi business Kazi Farms Group has a strong presence in the fields of ice cream, frozen foods, information technology, poultry farms, and television. The company was established in 1996 by Kazi Zahedul Hasan. Kazi Farms Limited is one of the largest businesses in Bangladesh, which has made its golden footprint in poultry farms. Their DOC market share is 25%, with 20% in broiler feed. To operate the whole business process, they need a huge labor force (Kazi Farms Group, n.d.). Employees are an asset to any business. If any company properly uses its talent, it can gain a sustainable competitive advantage.

2.2 Overview of the Company

Kazi Farms Group has around 12000 employees. They have a well-structured HR policy to maintain this large number of employees. Kazi Farms complies with labor laws regarding HR operations, including talent management, payroll, compliance, and employee welfare. However, HR functions like employee evaluation, employee performance management, appraisal systems, organization development, and organizational culture have their own rules and policies. Nowadays, legal challenges and compliance issues are an important element or tool used by organizations to guide employee performance alignment with organizational strategy. It is a big process to maintain employee satisfaction and improve working environments. In 2004, their grandparent (GP) farms started production. That year, they became Bangladesh's first export of hatching eggs and day-old chicks. It continues to remain with the latest products and services, considering the consumers' perspective. That year, the Managing Director, Kazi Zahedul Hasan,

received Business Awards as Businessperson of the Year by the Daily Star and DHL. Kazi Farm concentrated on using cutting-edge farming practices by embracing innovative technical solutions to improve the product characteristics at the highest level throughout its early years (the 1990s and early 2000s). Kazi Farms Limited has strongly and strategically diversified its market segment, boasting Contract Broiler Farming (CBF), Frozen Foods, Cattle breeding, etc. Kazi Farms engages with marginal farmers through the CBF model to raise chicks and produce high-quality chickens and eggs that meet established standards. Kazi Farms is known for its ethical ways of doing business, innovation, and leadership in sustainable agriculture. Its operations span hatcheries, feeds, frozen foods, organic manure, media broadcasting, and information technology services. The company is especially renowned for being the pioneer in quality broiler and layer chicks in the local market. (Kazi Farms Group, n.d.)

The company insists on investing in research and technology to maintain the quality of its products & ensure a great balance of supply and demand in the market. In 2024, Kazi Farms Group's annual revenue was \$197.2 million, with around 12000 active employees. Kazi Farms Limited has grown successfully with a vertically integrated business model, which helps them to manage the value chain, ensuring product quality, traceability & and customer satisfaction. Its contributions to the agriculture industry and the promotion of healthy farming methods are among its noteworthy accomplishments. From the beginning, this company has always tried to focus on innovation in the agriculture sector and has tried to be a game-changer in the market. This effort has brought numerous awards to the company, which indicates ethical business practices, international quality standard products & social responsibility (Kazi Farms Group, n.d.).

2.3 Company Purpose

- To produce high-quality chicks and feed that help poultry farmers succeed.
- To manufacture chicken and eggs those are safe for customers to consume.
- Production of organic fertilizer that preserves farmers' earnings, boosts soil fertility over the long run, and restores the soil's organic matter.

2.4 Vision of the Company

Aiming for a prosperous future for Bangladesh, where poultry farmers uplift communities by producing safe food and securing their livelihoods.

2.5 Mission of the Company

Client satisfaction is achieved through the development of high-quality agro-based products and services that promote healthy living. Improving the working lives of all employees, as well as encouraging and establishing a motivated team of professionals whose purpose is to achieve the organization's vision. They are continually responding as quickly as possible to stakeholder, societal, and environmental demands.

2.6 Core Values

- **Integrity:** Practicing ethical business principles in every activity.
- **Sustainability:** Adhering strongly to green production and sustainability.
- **Innovation:** Encourages advancement in technology, products, and procedures.
- **Employee Empowerment:** Investing in employees' professional growth.
- **Transparency:** Having open communication and accountability across all departments.

2.7 Corporate Social responsibility

Kazi Farms Limited has been involved in a number of socially conscious initiatives in recent years, and its responsibilities and goals seem to be growing. By installing solar power across its farms, the company is working to become the greenest poultry company in Bangladesh. It currently has roughly 6.71 MWp of solar capacity, with an additional 7.20 MWp under construction and a target of 20 MWp by 2025. Kazi Farms uses recycling processes that are more environmentally friendly than traditional methods to turn chicken manure into premium organic fertilizer, which decreases waste and emissions. In order to better manage waste and recover nutrients, they also introduced Bangladesh's first hatchery by-product line in 2024 (e.g. for infertile eggs, eggshells, rejected chicks). As part of its response to the floods, Kazi Farms donated BDT 1.21 crore (approximately) to the Chief Advisor's Flood Relief Fund, with matching contributions from the company and its employees. In order to assist flood affected families in rebuilding their income sources, they also gave 10,000 day-old chicks at no cost to

500–1,000 families, each of whom received 10–20 chicks. Kazi Farms' corporate social responsibility (CSR) goes beyond disaster relief to include food safety and consumer health. As part of their "Kazi Farms Kitchen" commitment, chickens are raised without meat and bone meal (MBM) and without the use of dangerous preservatives or antibiotic residues. By providing chicks and feed while sharing risk and profit, they also assist small farmers through contract broiler farming, which gives marginal or rural producers access to better inputs and guarantees a more equitable growing fee based on productivity. Kazi Farms shows broad corporate social responsibility (CSR) by combining environmental, community relief, food safety, and farmer support initiatives. These include disaster response, environmental development, livelihood support, and public health care.

2.8 Organizational Structure

Kazi Farms Limited employs a dynamic, hierarchical management structure that successfully negotiates the robust company operations road plan and clearly defined duties. The organograms below are given to make it more visual.

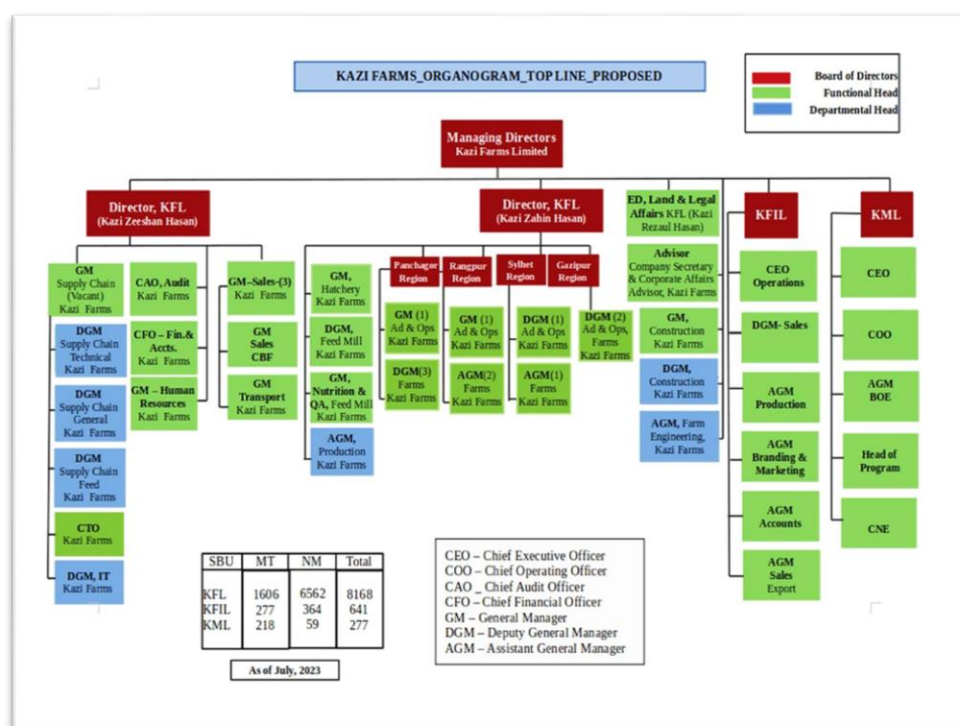


Figure 2: Overall Business Organogram of Kazi Farms Group

As my internship report is based on HRM activities, what I have learned from my work experience with this team also includes a well-structured Organogram. This HR Department has 35 employees, including interns. The organogram has been added below, but as the interns are not fixed in number and some of them have been changed from one team to another, I have given an organogram without interns. Here is the organogram:

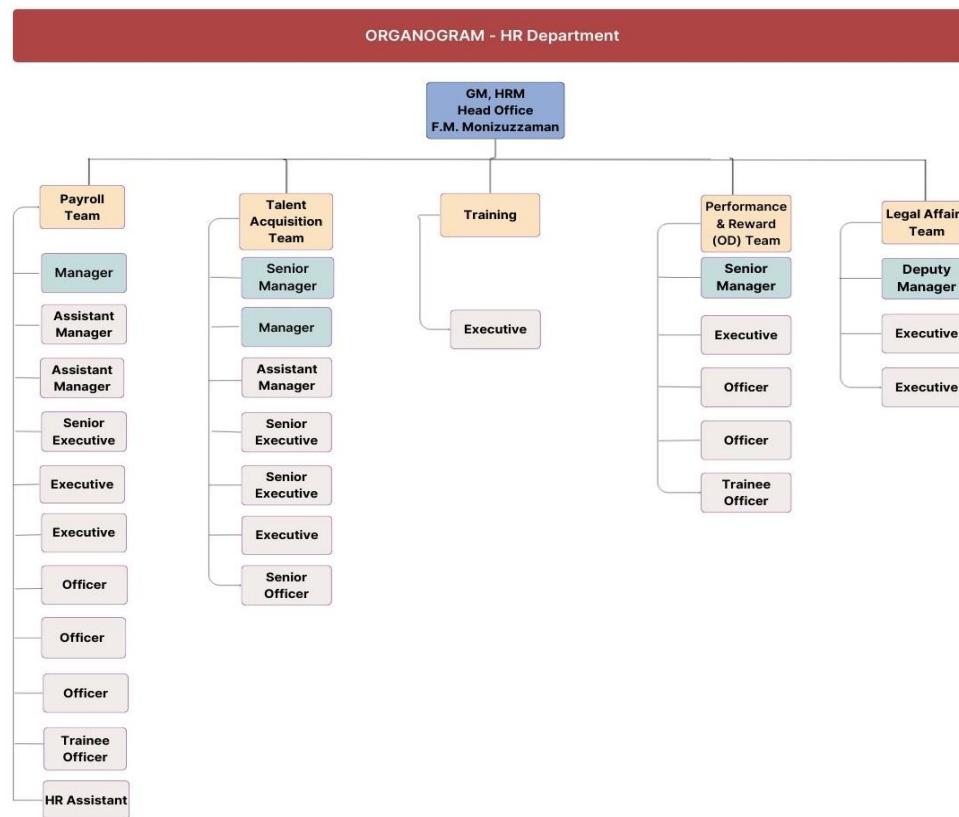


Figure 3: Kazi Farms Limited Top line Organogram

From these two organograms, it is depicted that Kazi Farms Limited doesn't have a great mission and vision, but rather how to achieve it through a map. This chart is a medium for a great tool.

As Kazi Farms Limited is a large company in Bangladesh's poultry industry, KFL's top-line organogram depicts the Managing Director supervising the company's two directors, both of whom are actively involved in the company's overall business activities. In every functional section supply chain, sales, accounts, hatchery, IT, CBF, Administration, HRM, GMs, and DGMs are appointed, and they are responsible for reporting to the director to make sure their sector operations are running smoothly.

The second Organogram shows the whole HRM department's activities. This department is so dynamic, unlike other HRM departments in Bangladeshi Companies. The payroll team, Performance & Reward team, Talent & Acquisition Team, Training and Legal team are working to prove a good record in the company. In these five functional areas, HRM sub departments highly rely on interns. From this practice, an intern achieves the opportunity to learn the deep HR functional tasks, which can create a huge benefit in their future professional journey.



Figure 4: Diverse Business Entities and Sister Concern of Kazi Farms Group

2.8.1 Hatcheries

Kazi Farms Limited delivers a consistent supply of high-quality day-old chicks for the poultry industry by running some of Bangladesh's largest and most advanced hatcheries. To ensure healthy and disease-free chicks, these hatcheries employ modern equipment and follow strict biosecurity protocols. International quality standards are maintained while chicks are produced efficiently in hatcheries equipped with automated hatching, feeding, and temperature control systems. This helps to satisfy the nation's rising demand for poultry products in as well as growing the company's poultry production.

2.8.2 Feed Mills

Kazi Farms Limited's feed mill is crucial to providing nutritious and healthy meals for cattle and poultry. The mill creates premium feed that satisfies the animals' nutritional needs by utilizing modern machinery and strict quality control. From choosing the best raw materials to testing the finished product, the process is meticulously managed so farmers can be sure their livestock and chickens are receiving the proper nutrients to grow robust and healthy. In addition to facilitating increased farm output, this dedication to quality helps rural farmers enhance their standard of living and satisfy the rising demand for healthy, safe food.

2.8.3 KFIL Factories

The food processing division of Kazi Farms Limited, known as Kazi Food Industries Limited, produces fresh from the farm ingredients into consumer-ready, delicious and safe food products. KFIL guarantees that all of its products, from prepared meals to frozen snacks, are manufactured using premium ingredients while adhering to stringent safety and hygienic regulations. By providing convenient yet healthful food options and sourcing raw materials from nearby farmers, they hope to ease the financial strain on busy families. In this way, KFIL supports the local food supply chain while offering dependable and delicious food to people's tables.

Bellissimo Premium Ice Cream

Bellissimo is the main ice cream brand sold by Kazi Foods. These are among the most modern choices and preferences. They can be found in Ashulia. Both restaurants and fast-food chains use Bellissimo ice cream.

2.8.4 Deepto TV

Deepto TV is one of Bangladesh's most popular television networks and is renowned for delivering news, entertainment, and cultural programming right to viewers' homes. With the goal of providing high-quality programming for all age groups, Deepto TV was launched and immediately gained popularity due to its popular dramas, kid-friendly cartoons, and educational programs. By focusing on presenting stories that are relatable to viewers nationwide, the channel aims to portray real life, values, and emotions. Deepto TV has grown into more than just a channel by connecting entertainment with social consciousness.

2.8.5 Sysnova Information System

A division of Kazi Farms Limited, Sysnova is a pioneering software development firm that offers modern IT solutions to Bangladeshi companies. It focuses on developing user-friendly programs to help businesses operate more intelligently and effectively in sectors like corporate management, healthcare, and education. Sysnova facilitates digital transformation for businesses, enabling them to save time, cut expenses, and boost productivity by fusing technology with regional demands. In addition to encourage business expansion, this strategy helps in the country's shift to a future driven more by technology.

2.8.6 Hawk Eye Digital

Hawk Eye Digital is a leading supplier of media solutions and digital marketing that assists companies in connecting with the appropriate audience through innovative and data-driven strategies. Instead of just advertising brands, it emphasizes social media marketing, content production, and digital campaigns that genuinely engage people. Hawk Eye Digital helps businesses tell their stories in a way that feels authentic and relatable by knowing what audiences care about. This makes marketing more impactful and human-centered.

2.8.7 Centrals Women University

One of the first private universities in Bangladesh that focuses exclusively on women's education is Central Women's University, which is funded by Kazi Farms Limited. It was established with the goal of empowering women by providing them with high-quality higher education, providing them with the competence and confidence they need to pursue fulfilling careers and meaningful lives. Kazi Farms Limited is contributing to the development of a future in which women have equal opportunities to shine and make a difference by funding women's education.

2.9 ERP (Idempire) of Kazi Farms Limited

Kazi Farms Limited's ERP known as Idempire is a modern enterprise resource planning (ERP) tool that facilitates more effective business operations management. This system manages everything under a single digital platform, from tracking finances and production to managing inventory and sales. It is unique because it saves time, minimizes paperwork, and frees up employees to concentrate on important work rather than everyday duties. The ERP Idempire system facilitates better decision-making and helps the entire organization function as an integrated unit by simplifying and clarifying processes.

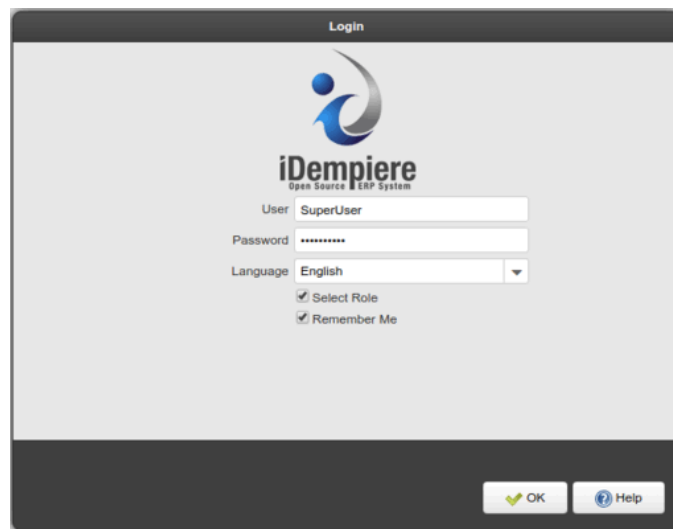


Fig 5: ERP Software of kazi Farms limited (iDempiere)

2.10 Products of the Organization

Products	Description
Frozen Packs: Chicken Kima paratha, Chicken Lollipop	Semi-prepared frozen products those are ready to eat anytime.
Franchised Outlet Products: Spicy Chicken Meatballs, Chicken Teasers, etc.	Kazi Farms outlets offer fast-food products to customers based on demand.

Bakery Items: Plain toast, Pound Cake, etc.	Fresh, high-standard quality bakery items are prepared to feed customers healthy evening snacks.
Frozen Raw Chicken products: Frozen breast boneless, Frozen drumstick with skin, etc.	Fresh raw chicken meats are sold in supermarkets and selected outlets for customers who prefer hygiene and quality, which is absent in the conventional markets.
Dried Fish	Customers who love Bengali spicy foods can purchase high-quality dried fish.
Jam & Jelly	For a healthy & quick breakfast, officegoers/students can eat a healthy morning breakfast.
Eggs	Fresh and high-quality eggs are available in the supermarket at a reasonable market rate.
Ice-Cream	With the right portion of milk fat (10%) and taste, different-flavour ice creams are available across the country.

Table 1: Products of Kazi Farms Limited



Figure 6: Products of Kazi Farms Limited

2.11 Functions of the Human Resource Department

In the Human Resource Department, there are 5 teams.

2.11.1 Compensation & Benefit (Payroll Team): This is the team where I worked as an intern. When the onboarding process is done, the payroll team starts their work, such as opening bank accounts and providing SIM cards and mobile allowances. This team mainly works for salaries, festival bonuses, travel allowances, discounts, and compensation. During the Eid holiday, all regular employees at Kazi Farms receive a bonus equivalent to 100 percent of their base salary. Probationary employees are eligible for bonuses proportionate to their length of service. As an added benefit, every employee enjoys a 20% discount on frozen products offered by Kazi Foods Industries Limited. Besides that when an employee goes abroad for official purposes, this team manages air tickets and hotel bookings. Additionally, they maintain clear communication with employees regarding any updates or changes to their benefits and compensation packages. They also work on medical benefits and insurance for employees. For example, if an employee has an accident while on a site visit or is engaged in official work, referred to as an on-duty accident, he will receive his full salary for the first two months and two-thirds of his salary for the following two months, and 50% of his daily salary for the following eight months. For permanent disability, he will receive BDT 2,50,000, and in case of death, a compensation amounting to BDT 2,00,000 shall be provided to the designated beneficiary. Managers at Kazi Farms are provided with a company car for commuting to and from the office. They are also permitted to use the car for personal purposes. All expenses related to the vehicle are covered by 23 partner organizations. Employee salaries include several components, such as a travel allowance. Employees who drive a car receive a fuel allowance and can claim reimbursements for additional costs from the maintenance company, as confirmed by the Senior Manager. Employees are eligible for the following types of leave:

Salary: All Kazi Farms workers, whether they are contract, temporary, casual, permanent, management, or non-management, are entitled to a fixed monthly salary. Salary processing is done by the payroll and HR operations team during the first week of every month.

Two Festival Bonuses: Kazi Farms employees get bonuses twice a year on Eid-ul-Fitr and Eid-ul-Azha. Employees get a 100% bonus on top of their base salary. Bonuses for probationary members will be determined by the duration of their employment agreement.

Food Allowance: Kazi Farms' food allowance has reduced the cost of employees' cafeteria lunches. The authorities now cover the remaining amount, so they only need to pay 35tk per day. The payroll staff deducts thirty taka from each employee's pay when processing salaries.

Allowance for Fuel and Travel: Kazi Farms pays employees for their travel expenses in accordance with their job titles. Senior Manager Kazi Farms claims that they provide full-time private vehicle use, which they are free to use for their own needs. All related expenses are covered by the organization. Each employee's compensation is divided into four parts, and their travel allowance is specified. In addition to other costs from the maintenance company, the senior manager provides them with a gasoline allowance if any of them own cars.

Mobility Allowance: Contract and permanent employees are eligible for a mobility allowance, depending on their role. The amount of the employee's mobile allowance depends on their position. Employees of Kazi Farms are also given access to data.

Medical Allowance: Every worker at Kazi Farms has the right to a medical reimbursement. Even an employee's family will be eligible for medical benefits; however, they must fill out a dependent declaration form during onboarding and present the necessary paperwork.

Loan: Kazi Farms offers its workers a loan facility. The employee's designation determines the loan amount, which is subtracted from their paycheck.

Transfer: An employee's transfer letter is issued by the payroll and HR operation team. The payroll and HR operations team manages the remainder of the transfer procedure after the department head issues the transfer order.

Financial Settlement: When an employee wants to leave their job, they should give the payroll and HR operations team a letter of resignation. The payroll team will then handle any transactions the employee may have had with the company and issue a release letter and an experience letter to the worker.

Leave: The English calendar year is used to calculate leave, which is a benefit that cannot be claimed as a right under labor law. When the demands of his job demand it, the manager or person in charge of granting leave should have the authority to accept or reject any type of leave.

The following forms of leave are available to Kazi Farms Limited employees: Parental Leave, Earned/Annual Leave, Festival Leave, and Unpaid and Sick Leave.

2.11.2 Talent Acquisition: Recruitment is a key to a company's talent strategy and competitive edge. The right person with the right skills in the right position at the right time is very important for a firm. They can act as a vital strength or strategic asset. A candidate enters with the help of this team. When there is a vacancy in any department or sub-department, they contact the TA team regarding the job post. After that, the Talent Acquisition team makes Job Description, Job Specification, and finally posts it in different media such as BD jobs, LinkedIn, and Facebook. Then candidates drop their CVs, and they shortlist the best CVs from those CVS and call them for written and viva tests. Interns are responsible for making these calls. After gathering candidates, they conduct a written test, an IT test, and a viva. This process ensures that only the most qualified individuals advance in the selection process. After selecting the best candidates, they call them within one week to join and ask them to bring academic transcripts, NID, TIN, declaration of the nominee, reference warranties, present address form, alternate payment options form, and salary certificates. After this, salary negotiations take place and appointment letters are prepared. After completing the online checking procedure, the candidates receive a joining letter and formally begin the organization's onboarding process.

2.11.3 Performance & Reward (OD) Team: The performance and rewards team manages: Probation to confirmation processes, Confirmation with increment, Probation period extensions, Annual increments and salary revisions, Promotions and terminations based on performance. When an employee joins, he or she receives a clearly defined job description. They also evaluated based on this job description. Their appraiser is also provided with a goal sheet outlining Key Performance Indicators (KPIs) and Key Result Areas (KRAs), which the employee must fulfill to be confirmed after the six-month probation period. The Performance and Rewards team directly works with the General Manager of the HR Department. The employees are ranked based on their performance. High-performing employees may be considered for promotions, special job postings, or letters of appreciation. Those with moderate performance may be recommended for further training. Employees with consistently poor performance may be terminated from the organization. The OD team plays a vital role in the continuous improvement of the employees, department, and organization.

2.11.4 Legal Affairs: Currently, the legal team does not have any interns. This team follows the guidelines which is set by the *Bangladesh Labor Act* and is responsible for overseeing all policies and procedures related to legal compliance. Legal issues in business will arise when you are not in line with certain laws. There are certain legal standards that you need to uphold as a business, which are all clearly outlined by governmental laws. Not all ethical issues are derived from legal statutes.

Legal issues of Kazi Farms:

Licensing: Business licensing is a common legal obligation encountered by enterprises across sectors. It is essential to verify that your business complies with local licensing regulations to avoid fines or sanctions. Although licensing costs differ by region, the requirement itself is uniformly enforced throughout the country. If uncertain, seek advice from your local licensing office, legal advisor, or accountant. Regulatory licenses include factory or establishment licenses, trade licenses, fire safety approvals, and certifications from BSTI.

Employee Termination: Most of the time, it happens to businesses that a new hire turns out to be less qualified than was expected, or they just do not fit in with the organizational culture. Ultimately, it will affect productivity and morale for the entire team. To avoid the risks of legal consequences when considering termination, it is important to follow the steps according to the law. It should be clarified in the employee manual, so everyone is aware of it. If any employee breaks the rules, the organization must have a written record of it and must have a record of actions taken. If the company is not sure about the law, they should consult with a lawyer.

Misclassification: Ensure that all employees are classified according to the government's regulations. The misclassification of employees as independent contractors is a serious problem that can negatively affect workers, employers, and the entire economy. Proper classification is necessary to ensure compliance with labor laws.

Overtime Disputes: Ensure clear policies regarding overtime rules that are approved by the Labor Act. This will help the organization to keep control over the financial insights; also it will prevent legal issues, such as complaints about overtime and pay.

Employee issues: When a company hires an employee, the employee depends on the organization for their job and income. So, it is very important to keep records of all the hiring processes and all decisions to avoid legal issues.

2.11.5 Training and Development Team: The training and development team is the newest addition to Kazi Farms HR, established in April 2023. This team manages all the organizational training sessions, from identifying training needs and selection of participants, facilitators, to preparing the training budget, preparing the calendar of the training sessions, deciding on the period of training, measuring the outcomes and results after the training is done, are all conducted by the training team. The main roles of this team:

- Orientation
- In-house and external training arrangements
- Training calendar

2.12 Awards and Accolades

- Best Brand Award for Frozen Foods category (2024)
- Recognized for green production practices and sustainability
- High ratings in product safety and ethical sourcing
- Market leader in hatchery management and poultry breeding

The HR philosophy of Kazi Farms Limited, which prioritizes moral hiring practices, performance accountability, and organizational openness, is closely linked to the company's success. The HR Department's integrated and strategic structure ensures that all employees are aligned with the company's long term vision and mission.



Figure 7: Awards & Accolades

Industry & Competitive Analysis

2.13 Porters Five Forces Model



Figure 8: Porters Five Forces Analysis Diagram

An effective method for assessing an industry's level of competition and the possible profitability of a business operating in it is Porter's Five Forces study. Porter's Five Forces model helps in understanding the level of industry competition and how it impacts a business's profitability. This framework provides a clear picture of Kazi Farms Limited's position with respect to competition, customers, suppliers, new competitors, and substitute goods. We can determine the company's market position strength and potential difficulties in the future by examining these forces. This is a study of Kazi Farms Limited using Porter's Five Forces:

Threat of New Participants: In Bangladesh, there are few distinctions between the poultry and agricultural industries. Whereas, Kazi Farms Limited has a strong brand, an established position, and enormous economies of production, making it difficult for current rivals to compete successfully in Bangladesh and its competitive market.

Suppliers' Bargaining Power: Since there are so many suppliers of resources like medicine and bolster, provider arranging control in the agricultural sector is usually limited. On the other hand, Kazi Farms Limited has established relationships with its suppliers and might be able to arrange some favorable terms for negotiating.

Bargaining Power of Buyer: Due to the high level of competitiveness and the large number of buyers, buyers have direct bargaining authority in the agricultural sector. Nevertheless, Kazi Farms Limited has a loyal customer base and strong brand recognition, which might give it considerable bargaining power over conditions and prices.

Threat of Substitutes: Kazi Farms is well known and faces few risks in Bangladesh's agriculture sector, but there are many competitors and substitutes for the business when it comes to frozen food products or media. Other than that, even if Kazi Farms Limited's eggs are also high in Omega 3, imported goods, such as eggs with Omega 3 that are brought in from outside the nation, could be viewed as threats or alternatives.

Competitive Rivalry: There are a few key competitors that are competitive within the agriculture industry, which is distinguished by significant competitiveness. On the other hand, Kazi Farms Limited has a competitive edge over its rivals due to a strong market position, an established brand, and a substantial product line.

This analysis makes it clear that Kazi Farms Limited has established a strong market presence through its well-known brand, high-quality goods, and extensive distribution system. The company has a competitive edge due to its experience, scale of operations, and customer trust, even though there are competitors and alternatives in some areas. This indicates that Kazi Farms Limited has the capability to sustain growth and successfully manage market challenges.

2.14 SWOT Analysis



Figure 9: SWOT Analysis

A SWOT analysis allows in understanding a business's external opportunities and threats in along with its internal strengths and weaknesses. This analysis demonstrates Kazi Farms Limited's strengths, areas for improvement, and external variables that may have an impact on the company's performance. It provides an in-depth assessment of the advantages and disadvantages that affect business choices.

Strengths

- Reputable brand and strong advertising position in the animal feed and poultry sectors.
- Increased product line to include prepared foods, poultry, and animal feed.
- Skilled supply chain management and distribution planning.
- A strong focus on operational maintainability and quality control.

Weaknesses

- The expansion of items is limited in other rural areas.
- Strategies for client contact and input are limited.
- Person consumers are extremely brand-aware.
- The dispersal arrangement is inadequate in certain places.

Opportunities

- Growing need for durable, high-quality food products.
- Growth into new markets and product categories.

- Expanding the agribusiness sector's access to technological and e-commerce channels.
- Innovations and advancements in the field of technology.

Threats

- Increasing competition from domestic and international rivals.
- Differences in the price of raw materials and sustenance.
- Needs for compliance and administrative difficulties.
- The preferences and behaviors of consumers are changing.

According to the SWOT analysis, Kazi Farms Limited has a competitive advantage due to its high quality products, strong brand value, and skilled employees. It must, however, increase its visibility in rural markets while improving communication, among other things. Kazi Farms Limited can expand and maintain its lead in the competitive farming sector by strategically utilizing its opportunities and strengths while managing its threats and weaknesses.

2.15 PESTEL Analysis



Figure 10: PESTEL Analysis

The analysis of external factors that can impact a company's operations, such as politics, the economy, society, technology, the environment, and laws, is made possible by PESTEL analysis. This analysis focuses on Kazi Farms Limited's external opportunities and challenges and how they affect business choices.

1. Political Factor

Kazi Farms Limited operates in Bangladesh, where government policies, political stability, and agricultural regulations directly affect its business. Production costs can be impacted by any changes to tax laws, import taxes on raw materials like chicken feed, or agricultural subsidies. The business could focus on growth and development if the political situation stays stable. However, operations and supply chains may be disrupted by sudden policy changes or political instability.

2. Economic Factor

The business of Kazi Farms is significantly impacted by the overall condition of the economy. Production costs and product prices are influenced by a number of factors, including inflation, interest rates, currency exchange rates, and people's purchasing power. People can purchase higher-quality poultry and dairy products when the economy is doing well, which helps in the development of the business. However, sales may slow down and profit margins may decrease during financial crises when incomes decline and costs increase.

3. Social Factor

Kazi Farms is directly impacted by consumer preferences and social trends. People in Bangladesh are choosing fresh, safe, and hygienic food products as they become more health conscious. Kazi Farms now has the chance to provide premium dairy, feed, and poultry products. The demand for eggs, chickens, and dairy products is also affected by festivals, social consumption habits, and population growth.

4. Technological Factor

Kazi Farms uses technology to increase the quality of their products and production efficiency. The company uses modern hatchery systems, automated feed mills, and advanced farming techniques to maintain hygiene and increase productivity. Moreover, technology helps in digital marketing, quality testing, and packaging. However, as new farming technologies are still developing globally, the company needs to keep upgrading in order to remain competitive.

5. Environmental Factor

The importance of environmental issues is growing. Kazi Farms must effectively manage the waste produced by poultry and dairy farms in order to prevent pollution. Climate change, extreme weather, and availability of natural resources like water also affect farming operations. To maintain sustainability and protect the environment, the business must stick to eco-friendly practices such as appropriate waste disposal and energy saving techniques.

6. Legal Factor

Kazi Farms is required to abide by laws regarding to environmental preservation, labor laws, animal welfare, and food safety. Strict regulations govern food production hygienic practices and quality requirements for dairy and poultry. Inability to comply by these laws may result in consequences or damage to one's reputation. To reduce risks, the business must remain up to date on legal requirements.

According to the PESTEL analysis, Kazi Farms Limited has opportunities to grow through technology and shifting consumer preferences, but it also faces challenges like shifting regulations, economic conditions, and environmental concerns. The business can develop more effective strategies to maintain its competitiveness and success in the future by understanding these external factors.

2.16 VRIO Analysis



Figure 11: VRIO Analysis

The VRIO analysis helps in determining whether a business can gain sustained competitive advantages from its resources and competencies. Kazi Farms Limited's structure of operations and rare, valuable resources indicate how well it can use its advantages to maintain a competitive edge over competitors.

Valuable

Kazi Farms Limited has strong resources, such as significant production capacity, modern equipment for raising poultry, a reputable brand name in the Bangladeshi market, and an established distribution network. They enable the company to manufacture high quality products on a large scale and deliver them to customers effectively, these resources add substantial value. It has a competitive advantage due to its integrated supply chain, which includes the production of feed as well as the supply of chicken and eggs.

Rare

A few competitors in Bangladesh can compete with Kazi Farms' level of integration, cutting edge technology, and extensive operations. It is unique in the local market in that it can manufacture poultry feed, breed chickens, process meat, and distribute eggs all under one roof. This gives the business complete control over quality, which is difficult for smaller competitors to match.

Inimitable (Costly to Imitate)

Building a similar setup like Kazi Farms requires a huge investment in infrastructure, technology, training, and supply chain development. It is extremely difficult for new competitors to imitate due to its years of experience, solid supplier relationships, and skilled workforce. This maintains the company's competitive edge and raises the entry barrier.

Organization

Kazi Farms Limited makes full use of its rare, valuable, and difficult to copy resources due to its technology driven procedures, well-trained staff, and well organized management system. The business makes investments in quality assurance, sustainability programs, and qualified human resources to secure its long term growth and competitive position in the market.

According to the VRIO analysis, Kazi Farms Limited has valuable and distinctive resources that are difficult for rivals to imitate, such as cutting edge technology, strong supply chains, and a trained workforce. The company has a long lasting competitive advantage in the market because it is well organized and makes efficient use of these resources.

2.17 Conclusion

With significant operations in poultry, feed, frozen food, and numerous other industries, Kazi Farm Limited has emerged as one of Bangladesh's top agribusiness firms. The company has developed a solid reputation as a brand in the market by focusing on innovation, moral behavior, and sustainability over the years. Not only does Kazi Farm have modern production facilities and modern equipment, but it also values its employees. The company has already employed over 12,000 people. It has established a well-organized human resources department that handles everything from hiring to pay and well-being of workers. Clear responsibilities, effective decision-making across departments, and smooth interaction are all ensured by the organizational structure. The company's dedication to both business growth and employee well-being is reflected in its vision, mission, and core values. Kazi Farm Limited has created an environment where employees feel appreciated and inspired by complying with labor laws, providing competitive benefits, and creating a positive work culture. The company's success has been largely attributed to this strong organizational base, which will also help it grow going forward.

2.18 Recommendation

- Sometimes, employees are not fully informed about changes or company policies which causes communication gap. Internal emails, notice boards, and regular staff meetings can all help keep everyone informed.
- Programs that develop employee's skills can help a lot of employees, particularly when it comes to learning new work methods or utilizing technology. Short training sessions or workshops can boost their productivity and self-confidence.
- Employees should be given the opportunity to express their thoughts about the policies, the workplace, or any difficulties they may be experiencing. Employee trust and motivation increase when they feel that their suggestions are valued.

- Some employees experience stress as a result of their workload or overtime. Recreational activities, improved leave planning, and flexible scheduling options needs to be changed.

Chapter 3: Project Part

3.1 Introduction

This report has been prepared as a requirement for my master's degree in business administration at BRAC University. In order to complete the MBA program one is required to do internship at a company for 3 (three) month Then, submit a report on it. To accomplish this, I joined the Kazi Farms Limited as an intern on 15 June, 2025 and continued till 15 September, 2025. The topic that I have chosen to do my internship report on is "Recruitment and Selection Process of the ACME Laboratories Limited". While preparing the report, I was guided and supervised by my supervisor Dr. M. Nazmul Islam, Associate Professor and co -supervisor Dr. Mohammad Rabiul Basher Rubel, Associate Professor, at BRAC University.

3.2 Theoretical background

The Compensation and Benefit department of Kazi Farm Limited plays a crucial role in managing employee pay, incentives, and benefits to ensure fairness, motivation, and job satisfaction. The department is responsible for creating pay plans, creating monthly payroll, and effectively managing bonuses, overtime, and allowances (Milkovich et al., 2011). In order ensure that employees receive all of their financial benefits accurately and on schedule, they maintain compliance to organizational policies and labor laws. The C&B department oversees employee benefits such as health insurance, leave regulations, retirement funds, and other welfare initiatives in along with monetary compensation (Aman & Hamza, 2022). These measures promote a positive work environment and indicate the company's concern for the well-being of its employees (Armstrong & Taylor, 2014). The C&B department helps the company retain talented workers and lower turnover rates by providing competitive pay and attractive benefits (Milkovich et al., 2011). Furthermore, it plays a strategic role in matching employee rewards to business objectives, ensuring that productivity and performance are appropriately acknowledged and rewarded. All things considered, Kazi Farm Limited's Compensation and Benefits division promotes the sustainable growth of the business as well as the financial stability of its workers (Aman & Hamza, 2022).

3.3 Objectives

The primary purpose behind this report is to connect what I have learned in my MBA courses with what I have observed in the real world scenario of compensation and benefits at Kazi Farms.

The objectives of this report are

- To understand & explain how Kazi Farms manages its employees compensation and benefits.
- To relate the learned theories and concepts during the MBA program with the practice of the Kazi Farms Limited.
- To provide suggestions and recommendations based on the flaws in their compensation & benefit process that could enhance their current compensation and benefits system.

3.4 Significance

The report is being done with the purpose of explaining the compensation & benefit process of Kazi Farms Limited. The purpose is also to identify any issues related to compensation & benefit and provide recommendations for those issues. This is why the report is crucial.

3.5 Methodology

The report has been completed with the use of primary and secondary data.

Primary Data: The source of primary data has been my day to day observation and the tasks I carried out during my 3 (three) month internship program.

Secondary Data: The source of the secondary data was taken from the Employee Handbook & other documents of the organization, the company website and any relevant books.

3.6 Limitations

The limitations that were faced during the preparation of this report were

- As some information are confidential, more in depth discussion could not be done. Financial Analysis could not be done as it is strictly confidential.

- As most of the employees were busy with their day to day tasks, there was less room for consultation of interviews.
- The Compensation & Benefits part was the main objective of the internship. As a result, the report does not have details about other HR tasks like recruitment and selection, Talent Acquisition, Performance Management System etc.

3.7 Analysis of Compensation & Benefit Process

Fair Salary Structure: Every employee at Kazi Farm receives a salary that is fair. It means that an employee's compensation is determined by their job role, responsibilities, experience, and skills. For example, due to the difference in workload and decision making duties, a senior manager is paid more than a junior employee. HR also conducts market research on a regular basis to ensure that their pay scale is comparable to or matches that of other businesses in the same industry. This keeps the business competitive, keeps talented workers on board, and keeps skilled workers from leaving for other companies that might pay more. Because workers are assured that their compensation is fair and not affected by biases, an honest salary structure additionally builds trust.

Timely Salary Payments: Kazi Farm successfully handles employee salaries through the use of a payroll system. Every employee receives their salary on schedule, error-free, due to this system. Since salaries usually go directly into employees bank accounts, there is no need to physically collect cash, which saves time and lowers the possibility of mistakes. Furthermore, the payroll system maintains accurate records of monthly payments, loan or tax deductions, and bonuses, if any. Because both the business and the employees can review the records in case of any confusion, this makes the entire process clearer. Since workers and employees depend on their pay to meet their living expenses, getting paid on time increases job satisfaction and encourages loyalty to the company.

Performance Based Rewards: In Kazi farm Good performance and hard work are not overlooked. I personally saw employees getting reward when they perform well. As a token of appreciation for their efforts, employees who accomplish or exceed goals frequently receive bonuses, incentives, or other monetary rewards. For example, at the end of the month, a member of the sales team who meets their sales target gets an additional bonus. Similarly, other teams

that meet deadlines or improve productivity are rewarded with incentives. Employees are encouraged to put in more effort by this performance-based system since they can see that their hard work pays off. It also creates a healthy competitive environment where everyone tries to do their best to earn recognition and rewards.

Overtime Compensation: Due to heavy workloads or urgent deadlines, employees sometimes have to work beyond regular office hours. Kazi Farm makes sure that workers receive overtime pay in order to make up for this additional time. In according to labor laws and corporate policy, the company determines overtime compensation based on the quantity of extra hours worked. Employee dissatisfaction may result from the fact that overtime payments have occasionally been delayed. Employees will feel more appreciated for the extra duties they do outside of regular working hours if the process runs more smoothly and quickly.

Allowances and Extra Benefits: Kazi Farm is aware that pay is not enough to maintain employee motivation. To lower employee's personal expenses, they offer extra benefits and allowances. For example, a meal allowance guarantees that lunch or snacks are provided during working hours, while a transport allowance assists employees in paying the cost of getting to work. According to the policy there are different allowances for breakfast, lunch and dinner. It ranges from Tk 70 to TK 150. Furthermore, refreshment allowances are also given which is Tk 70 in evening. To avail these allowances a worker has to work at least 8 hours according to the company policy. Bonuses given to employees on special occasions, such as Eid festivals, make them and their families happy. Individually, these extra benefits might not seem like much, but when combined, they significantly improve employees' lives and create a feeling of belonging within the company.

Leave and Holidays: Kazi Farm employees have access to various forms of leave, such as paid leave, sick leave, and public holidays. Everyone needs time to rest, recover from illness, or spend quality time with family, so this is crucial. Employees who take time off for legitimate reasons are protected from losing their income due to paid leave. Appropriate breaks also increase productivity because rested workers are more focused and have more energy when they return to work. It also shows the business values work-life balance and respects employees' personal lives.

Medical and Welfare Support: Health benefits or medical assistance are provided to every Kazi Farm employees as part of their compensation package. In the event of an emergency, for example, the company helps with medical care or pay for a portion of the costs. In Kazi Farms Limited the management employees have the right to claim maximum of Tk 80,000 per fiscal year, and non-management employees have the right to claim TK 40,000 per fiscal year according to the company policy. Health benefits, such as financial support during holidays or assistance during personal crises, also give employees the impression that the organization truly cares about their welfare in addition to their productivity. Employees become more devoted to the company and remain with it longer when they feel supported during challenging times.

Following Labor Laws: Kazi Farm makes sure that all benefits and compensation meet to governmental and labor laws. This indicates that wages, working conditions, vacation time, and overtime compensation are all planned to comply with legal requirements. By abiding by the law, the company avoids legal issues and encourages employee trust because they are aware that their rights are protected. Since employees want to work for companies that follow ethical and legal norms, it also helps the business keep a good reputation in the labor market.

3.8 Findings from the Analysis

- Kazi Farm Limited has a structured pay structure in which compensation is determined by responsibilities, experience, and job roles. This helps the company bring in and keep talented workers by guaranteeing ownership and competition in the market.
- Payroll systems are used to manage salaries, which are typically paid on a schedule through bank transfers. Because they can count on on-time payments, this not only ensures accountability but also encourages employee trust.
- There are performance based incentives, but they need to be improved. Employees who accomplish or exceed performance goals are given incentives and bonuses by the company. But at times the process varies from department to department, which can make employees unhappy because they believe their efforts are not valued.
- Pay for overtime is given to workers who put in more hours. However, there have been instances of handling delays for overtime payments, which sometimes frustrates employees.

- Benefits like meal and transportation allowances, festival bonuses, and health insurance help workers feel taken care of by the company and manage their own costs. Employee loyalty and satisfaction are significantly impacted by these benefits.
- Employees can take the time off they need through Kazi Farm's paid time off, sick leave, and public holidays. In along with increasing general productivity and job satisfaction, this minimizes stress.
- The company makes sure those working hours, benefits, and pay all comply with national labor regulations. This follows ethical and legal norms while protecting the rights of workers.

3.9 Conclusion

The Compensation and Benefit department of Kazi Farm Limited plays a vital role in ensuring employees feel valued and motivated through fair salaries, allowances, overtime payments, and festival bonuses. I saw personally during my internship how hard this department works to ensure payroll accuracy, make payments on time, and provide employees with various kinds of benefits that improve their working environment. Since employees believe their efforts are valued, a successful compensation and benefit arrangement not only decreases turnover but also increases loyalty and retention. Although there is room for improvement in certain areas, such as faster overtime processing and more transparent communication about all available benefits, Kazi Farm Limited has so far been able to maintain a good system. Nevertheless, the company is already making efforts to improve its administrative and human resources capabilities, proving its dedication to further improving the efficiency of the salary and benefit system going into the future.

3.10 Recommendation

- Payroll and all other benefits such as loan facilities, medical claims, and travel reimbursements need to be into a single online system. Employees could quickly check the status of their claims, which minimized the paperwork and wait times.
- Currently, some departments, like sales, have stronger incentives than others. All teams needs to be equally motivated by an equitable bonus policy, which will boost overall productivity.

- At least once or twice a year, Kazi Farm Limited should get input from its staff regarding pay, benefits, and allowances. This will assist management in identifying issues early and carrying out solutions that maintain staff loyalty and satisfaction.
- Employees become frustrated when wages for overtime sometimes get delayed. In order to speed the payment of overtime bills, Kazi Farm Limited needs to implement a more automated system.
- Many employees do not fully understand the benefits to which they are entitled. To ensure that everyone is aware of benefits like bonuses, medical assistance, and allowances, the HR department may arrange brief awareness events or provide monthly updates.

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5. 0 Appendix
Project Proposal

Report on
Strategic Analysis of Compensation & Benefit Management of Kazi Farms Limited

By
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22264013

To
Supervisor: Dr. M. Nazmul Islam, Associate Professor
&
Co-Supervisor: Dr. Mohammad Rabiul Basher Rubel, Associate Professor

Date: 21th July, 2025

Introduction

The topic I have chosen to do my internship report focuses on the “Strategic Analysis of Compensation & Benefit Management of Kazi Farms Limited”. The reason behind choosing this topic is to understand how Kazi Farms Limited handles compensation and benefits for its employees. I believe the topic is suitable to my major and the report with the mentioned topic will fulfill my university’s requirements.

Aims and Objectives

The research has the following objectives:

The primary purpose behind this report is to connect what I have learned in my MBA courses with what I have observed in the real world scenario of compensation and benefits at Kazi Farms.

The objectives of this report are

- To understand & explain how Kazi Farms manages its employees compensation and benefits.
- To relate the learned theories and concepts during the MBA program with the practice of the Kazi Farms Limited.
- To provide suggestions and recommendations based on the flaws in their compensation & benefit process that could enhance their current compensation and benefits system.

Methodology

The report has been completed with the use of primary and secondary data.

Primary Data: The source of primary data will be my day to day observation and the tasks I carried out during my 3 (three) month internship program.

Secondary Data: The source of the secondary data will be the Employee Handbook & other documents of the organization, the company website and any relevant books.

Significance

The report is being done with the purpose of explaining the compensation & benefit process of Kazi Farms Limited. The purpose is also to identify any issues related to compensation & benefit and provide recommendations for those issues. This is why the report is crucial.

Timeline of the Work

The timeline of the project work will be 3 (three) months which is the duration of my internship program.