

**Internship Report**  
**Submitted for the Fulfillment of the requirement**  
**of the**  
**Degree of**  
**Master of Business Administration**



**HAJI AHMAD  
BROTHERS  
SECURITIES LTD.**



**“HR Practices of Haji Ahmad Brothers Securities  
Limited (HABSL)”**



Inspiring Excellence

Internship Report  
On  
**HR Practices of Haji Ahmad Brothers Securities Limited  
(HABSL)**

Submitted to  
Mahmudul haq  
Professor  
BRAC Business School  
BRAC University

Submitted by  
Maria Kibtia  
ID: 16264037

Date: 9<sup>th</sup> May ,2019

## Letter Of Transmittal

Date: 9<sup>th</sup> May, 2019

To  
Mahmudul Haq  
Professor  
BRAC Business School  
BRAC University  
Dhaka

### **Subject: Submission of Internship Report**

Dear Sir,

I am here by submitting my Internship Report, which is a part of the MBA Program curriculum. It is great achievement to work under your active supervision.

This report is based on, “HR policies of Haji Ahmad Brothers Securities Limited (HABSL).” I have the opportunity to work in Haji Ahmad Brothers Securities Limited (HABSL) in administration under the supervision of Farzana Azad Rupa, Admin Officer, HR department.

This project gave me both academic and practical exposures. First of all, I have learned about the organizational culture of a brokerage house of the country. Secondly, the project gave me the opportunity to work with “Haji Ahmad Brothers Securities Limited (HABSL)” in corporate environment.

I shall be highly obliged if you are kind, enough to receive this report and provide your valuable judgment. It would be my immense pleasure if you find this report useful and informative to have an apparent perspective on the issue.

**Sincerely Yours**

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Maria Kibtia  
ID: 16264037  
MBA  
BRAC University

## Acknowledgement

First of all, I wish to express my gratitude to the almighty ALLAH for giving me the strength to perform my responsibilities as an intern and complete the report within the stipulated time.

I am deeply indebted to my Advisor Mahmudul Haq , Professor, BRAC Business School. I am also grateful to Farzana Azad Rupa as my organizational supervisor. It would have been very difficult to prepare this report up to this mark without their guidance.

My gratitude goes to entire BRACU for arranging Internship Program that facilitates integration of theoretical knowledge with real life situation.

Last but not the least, I would like to convey my gratitude to Farzana Azad Rupa, Admin Officer, HR department for helping me in furnishing the report. Moreover, I would also like to express my gratitude to my Haji Ahmad Brothers Securities Limited fellows, seniors, and colleagues who gave me good advice, suggestions, inspiration, and support. I must mention the wonderful working environment and group commitment of this organization that has enabled me to deal with many things.

## Executive Summary

Haji Ahmad Brothers Securities Limited, Trec No. 041 has been a member since the founding of DSE in 1956. Their registered office is at Khatunganj, Chittagong. . Their aim to provide the best service with a high degree of professionalism that is why they are constantly looking for ways to become the leading provider of competitive, efficient and reliable services in the capital market.

The organization is very professional about meeting the challenges it faces and never shy to press its boundaries.my experience in the organization is very remarkable for me. I have included detailed work activities at HABSL.I must say that my Internship experience could have never been better than what I experienced in HABSL. I declare, what I learnt here, has added a golden feather in my career and this will surely act as the key contributor in my mission of being a competent financial analyst.

The project of my internship, which is given by university supervisor that makes me very clear about the organization and their investor's perceptions, activities and their decisions. It helps me to analysis their investors. Make me more confident on my job responsibilities.

## Table of Content

<b>Division</b>	<b>Topic</b>	<b>Page no.</b>
<b><u>Prefatory Part</u></b>		
	<b>Letter Of Transmittal</b>	1
	<b>Acknowledgement</b>	2
	<b>Executive Summary</b>	3
	<b>Table of Content</b>	4
<b><u>Body of the Report</u></b>		
<b>HR Management of HABSL</b>	<b>Origin of the report</b>	6
	<b>Objective of the Report :</b>	
	A. Broad Objective	6
	B. Specific Objectives	
	<b>Scope of the Study</b>	7
	<b>Methodology</b>	7
	<b>Sources of Data</b>	7
	<b>Limitations of the Study</b>	8
	<b>Introduction</b>	9
	<b>History of Haji Ahmad Brothers Securities Limited</b>	10
	<b>Description of the total Business of the Organization</b>	
	<b>HABSL Structure</b>	11
	<b>Exchange information:</b>	
	Types of Markets	12
	Trading Session	12
	Principle for Security Categorization	12
	Clearing and Settlement	13

	Flow Chart of Clearing and Settlement (T+2)	13
	Listed Companies are required to submit	14
	Accounting Principle	14
	Circuit Breaker & Circuit Filter	14
	<b>Compensation and Benefits Management</b>	
	Monthly Benefits	15
	Annual Benefits	17
	<b>CSR Practice</b>	18
<b>My Job responsibilities what I have done</b>		
	<b>HR</b>	20
	<b>CDBL on back office</b>	20
	<b>Accounts</b>	20
<b>Given Project</b>		
	<b>Quarries and Reply</b>	21
	<b>Recommendation</b>	26
	<b>Conclusion</b>	27
	<b>References</b>	28

## **Origin of the report**

As a part of the MBA program of BRACU, it is mandatory to submit an internship report to complete MBA program. The main purpose of the internship is to familiarize the students with the corporate world practically and slowly get them acquainted with the corporate culture.

The study has following purposes:

- To learn about the job responsibility.
- To relate the real scenario with the lessons learned in MBA program.
- To get exposed in the real business world.
- To fulfill the requirement of the MBA program.

## **Objective of the Report**

There are mainly two objectives of the reports. As follows:

### **A. Broad Objective:**

1. To accomplish the requirement of MBA program as necessitated by BRAC University.
2. To illustrate corporate management practices of Haji Ahmad Brothers Securities Limited (HABSL)

### **B. Specific Objectives:**

1. To illustrate HR management practices
2. To illustrate corporate management practices
3. To ensure the safety, security integrity and improve satisfaction level of employee.
4. Finally to ensure the best utilization of company asset as well as satisfy the stake holders' expectation.



## **Scope of the Study**

The scope of the study is limited within brokerage houses in Bangladesh. It is also limited within the organization of Haji Ahmad Brothers Securities Limited (HABSL). This study also shows an overview of Haji Ahmad Brothers Securities Limited.

HABSL is one of the market follower in the brokerage houses in Bangladesh. But in this edge of competition, it is very complex to hold the market position. The study intends to provide a brief but complete idea about the HR practices of Haji Ahmad Brothers Securities Limited.

## **Methodology**

This report is an exploratory research. Exploratory research often relies on secondary research such as reviewing available literature and/or data, or qualitative approaches such as informal discussions with consumers, employees, management or competitors, and more formal approaches through in-depth interviews, focus groups, projective methods, case studies or pilot studies. The Internet allows for research methods that are more interactive in nature. The objective of the exploratory research is to explore or search through a problem or situation to provide better understanding. However, this report is about to develop an approach for process automation to reduce the cost and maximize the utilization of operation activities, secondary data have collected and analyzed. Because secondary data is helpful to identify the problem, better define the problem and easy to collect.

## **Sources of Data**

This study has covered the following primary and secondary sources

### **Primary Data:**

- a. Data collected by online survey as primary data

### **Secondary Data:**

- a. Going through different documents and papers, newsletter (for internal purpose only), developed by the company personnel, different books, newspapers, brochures to collect the secondary data.
- b. Internal Portal of Haji Ahmad Brothers Securities Limited
- c. Different web sites.

## **Limitations of the Study**

Abundance of information and experience is needed to prepare a good report. The limitations for making the report complete and perfect may include:

### **Confidentiality:**

Confidentiality of data was another important barrier that was confronted during the conduct of this study. Every organization has their own secrecy that is not revealed to others.

### **Time Constraint:**

Time constraint of the semester require less time that may be ideal for an ethnographic study. By being a student and worker I also get a few time for preparing the report.

## Introduction

Haji Ahmad Brothers Securities Limited, Trec No. 041 has been a member since the founding of DSE in 1956. Their registered office is at Khatunganj, Chittagong. To improve the performance of Their organization They conduct daily meetings with all the traders before trading begins to update them with the latest information regarding market trends, new regulations, client relations etc. They conduct weekly meeting with all Their employees of HABSL to summarize Their weekly activities and update all the departments. They also conduct monthly meeting with upper level management in the form of an inter-active discussion, this results in better teamwork, higher motivation and because of this process, They have improved Their performance and client services. They aim to provide the best service with a high degree of professionalism that is why They are constantly looking for ways to become the leading provider of competitive, efficient and reliable services in the capital market.

“

*To provide the best service with a high degree of professionalism, that is why we are constantly looking for ways to become the leading provider of competitive, efficient and reliable services in the capital market.*

## **History of Haji Ahmad Brothers Securities Limited**

The Late Haji Isa Dada the father of Mr. Iqbal Dada was the founder of the business, Dada Limited. In the 1940's Dada Limited took part in the Trading of Commercial Goods with a business network covering the entire sub-continent and South East Asia. These trading activities shifted in the name of Haji Ahmad Brothers under the leadership of Ahmad Dada and Iqbal Dada.

Haji Ahmad Brothers used to handle one third of total Imports the Commercial items in Khatungonj, Chittagong. The company was also one of the founder members of the Dhaka Stock Exchange in 1956.

## Description of the total Business of the Organization

### HABSL Structure

HABSL consists of their departments, which support their trading activities; the operations of this company are run by a team of over 40 highly educated and technically qualified staff.

- Administration
- Information Technology (IT)
- CDBL
- Accounts
- Trading Department



*We take pride in stating that we carry out our trading activities strictly following the rules and regulations of DSE and of the Securities and Exchange Commission and we try to maintain the highest professional and ethical standards.*

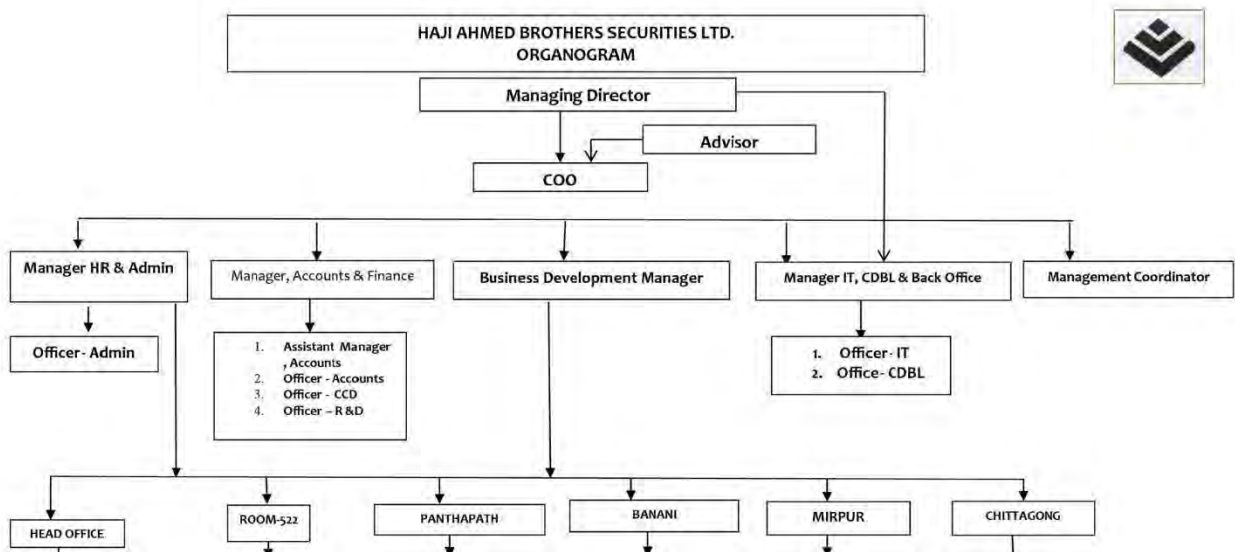


Figure: Organogram of HABSL

## **Exchange information**

### **Types of Markets:**

(Automated Trading System manages the following 3 types of Market)

- Public Market: For general trading
- Block Market: For bulk trading
- Spot Market: For cash trading to adjust for corporate actions

### **Trading Session:**

- ▣ Trading hours: 10.30 AM to 02.30 PM
- ▣ Trading days: Sunday To Thursday
- ▣ Transaction Settlement Cycles
  - Normal Settlement: T + 2
  - Spot Settlement: T + 0
  - Prohibitory Settlement for non-investment grade securities: T + 9

### **Principle for Security Categorization:**

- Category A: Companies that have paid more than 10% dividend in the last book-closing
- Category B: Companies that have paid dividend less than 10% in the last book-closing
- Category G: Companies that are newly listed in the exchange with no previous operation
- Category N: Companies that are newly listed in the exchange with previous operation
- Category Z: Companies that have paid no dividend in the last book-closing

## Clearing and Settlement:

- An executed trade is settled between the brokers through the clearing house of the exchanges.
- In settlement of trade, except Z category securities, the buying and selling brokers deposit cheque and securities respectively to the clearing house on 2nd day of the trade (T+1) and the clearing house deliver securities and give cheque to the buying and selling broker respectively on 4th day of the trade (T+2). For settlement of the trades of the securities under Z-category the aforesaid periods is T+9.

### Flow Chart of Clearing and Settlement (T+2):



A member shall make settlement to his client by delivery of securities and/or payment by cheque within one day of his receipt of securities and/or cheque from the Clearing house. Any default shall attract a fine of Tk. 500 for each day for each default. Interest shall also be payable to a client for delayed payment at 1.5% per month.

### Listed Companies are required to submit:

- Yearly Audited Financial Statement within fTheir months of the year end.
- Quarterly Un-audited financial statements within one month.
- Disclosure of Price Sensitive Information.

### Accounting Principle:

- IFRS as adopted in Bangladesh
- ISAâ€™s as adopted in Bangladesh

### Circuit Breaker & Circuit Filter:

- Circuit Breaker is the maximum deviation of the price (specified as percentage) that is alloTheyd for a particular stock for a single trading session. The closing price of the stock becomes the Circuit Breaker Base Price to calculate the maximum possible deviation for the following session. Orders violating circuit breaker will result into rejection of the order. The deviation percentage varies with securities and is updated daily in the DSE Theyb site at <http://dsebd.org>
- Circuit Filter is the maximum permissible deviation of the price (specified as percentage), of an aggressor order from the last trade price.



## **Compensation and Benefits Management:**

### **Monthly Benefits:**

#### **Compensation Package**

HABSL offers attractive compensation package to its employees which include salary of following components:

- Gross Salary
- Benefits
- Advance Income Tax
- Variable Payables

#### **Bonus/Incentive**

Every Confirmed employee shall be entitled to get two festival bonuses in a year, each bonus shall be of 1 basis. Incentive is paid to the eligible staff as per the terms of the bonus / incentive scheme in existence.

#### **Mobile Allowance**

Mobile ceiling has been allocated according to the user rank/position and average use for per month. Ceiling can be revised according to the needs of the work volume and actual communication with business alliances.

#### **Transportation Allowance**

- By Air,By Rail,By Bus
  1. Daily Transportation Cost: Any transportations cost within the city for business requirement (Subject to approval)
  2. Required Based Transportation Cost
  3. Off day (other)

## **Meal Allowance for over time**

- Daily meal
- Off day meal facilities

## **Health Benefits**

HABSL has made an agreement with Praava Health concerning employee's health benefits. The benefits covers 20% discount on pathology and imaging and procedures and complementary session for nutrition and diet. Prior to receiving any service from PHBL, Every employee of HABSL shall be required to register themselves with PHBL for the purpose of identification and maintenance of medical records. The registration offer a unique identification number and thereafter, the employee of HABSL shall use the same reference number as and when required.

## **Leave**

Haji Ahmad Brothers Securities Limited (HABSL) recognized the following holidays bt as paid holidays for employees:

All employees are entitled to 32 days of leave per calender year.

## **Late Attendance**

- a. If the employee fails to reach the office on the time (as per set timing), he/she will be considered late for that day.
- b. If an employee is late for consecutive 3 days one day salary will be deducted from his monthly pay.
- c. If an employee id late for more than 7days in a month, he/she will be treated as habitual late and management may take disciplinary action against that employee.

## **Termination**

The service of any permanent staff may be terminated with 60 days prior notice or on payment of 60days salary in lieu the notice.no reason need be given for such termination.

## **Resignation**

A staff may resign from the service of HABSL by given 60days prior notice in writing. Failure in giving required notice will result in forfeiture of basic salary on a pro-rata basis ( e.g., for a notice period of 30 days, the basic salary of the balance 30days will be deducted from the staff as dues to HABSL).

## **Annual Benefits:**

### **Annual increment**

Annual increment shall be given to every employee upon completion of his r her confirmation and one year sevice. This shall be effective from the beginning of the calendar year usually January. Evaluation process shall be completed by this increment.

### **Performance Evaluation**

Performance of employee shall be evaluated once a year.

## CSR

### **HAJI AHMAD BROTHERS SECURITIES LIMITED**

#### CSR INITIATIVE

As part of the corporate responsibility, HABSL established 2 libraries for underprivileged children and new-literate adults in CGS Community School, Dhaka and AEK Adult School, Panchagarh between 25th January and 10th February 2016. Through these two libraries about 200 children and 200 adults will get direct access to books that are specially picked considering their age.

Light of Hope – an education-based organization, supported HABSL to establish these libraries to make sure that the children improve their reading skill, creativity and power of imagination through the world of story books. For adults, the books are carefully selected with the stories that relate to their daily life, besides issues like dowry, child marriage, sanitation etc. are also being covered through these books.

During the inauguration of the libraries, the enthusiasm and interest among the children and adults were surprisingly similar proving that stories don't have any boundaries – it can bring smile and happiness to people of all age. And books can change lives



#### Photo Gallery







## **My Job responsibilities what I have done:**

### **HR**

- ✓ personnel files update
- ✓ File leveling and preserve

### **CDBL on back office**

- ✓ KYC form Update

### **Accounts**

- ✓ Voucher prepare and writing
- ✓ Cheque Requisition receive and process for BEFIN purpose

## Project

**There is an evaluation on basis of Influencing Investment Behavior & reflecting perception of market performance of a brokerage house**

**I could able to survey with 14 investors and the rating range was 1 to 5.**

## **Items Influencing Investment Behavior**

### Company Profile

**A.** Your understanding of the company's Ethics and values influences your investment decisions

**Reply:** as per responses by the investors, average is 4.285714 that reflects that yes, the company's Ethics and values influences their (Investors) investment decisions.

**B.** Your assessment of products/services produced/provided influences your investment decisions

**Reply:** as per responses by the investors, average is 4.285714 that means most of the investor's think that assessment of products/services produced/provided influences their investment decisions.

**C.** The identity of company promoters based on court decisions or media reports is important to you in making investment decisions.

**Reply:** as per responses by the investors, average is 3.5 that reflects that few investors think that the identity of company promoters based on court decisions or media reports is important to them (investors) in making investment decisions.

**D.** Company reputation influences your investment decisions

**Reply:** as per responses by the investors, average is 4.214286 that means that most of the investors think that Company reputation influences their investment decisions.

In all, average of company profile is 4.071429 that means overall most of the investors are aware about company image.

### Financial Information

**E.** Your investment decisions are based on the annual reports and financial statements of the companies

**Reply:** as per responses by the investors, average is 3.714286 that reflects that average number of investors think that their investment decisions are based on the annual reports and financial statements of the companies.

**F.** Your investment decisions are based on expected future earnings of the companies

**Reply:** as per responses by the investors, average is 4.214286 that reflects that most of the investor's investment decisions are based on expected future earnings of the companies.

**G.** The various interest rates (bank rate, SP rate, etc.) influence your investment decisions

**Reply:** as per responses by the investors, average is 4.214286 that reflects that the various interest rates (bank rate, SP rate, etc.) influence their investment decisions.

**H.** Expectation about future dividends influence your investment decisions

**Reply:** as per responses by the investors, average is 4.285714 that reflects that investors follow the expectation about future dividends influence their investment decisions.

In all, average of Financial Information is 4.107143 that means overall most of the investors are aware about financial image of the company.

### Risk Minimization

**I.** You consider tax applications while making your investments

**Reply:** as per responses by the investors, average is 3.857143 that reflects that investors consider tax applications while making their investments quite



**J.** You invest in such a way that losses from some shares can be fully or partly recovered from gains from the others

**Reply:** as per responses by the investors, average is 3.857143 that reflects that investors invest in such a way that losses from some shares can be fully or partly recovered from gains from the others

**K.** You try to reduce investment risk while buying and selling shares

**Reply:** as per responses by the investors, average is 3.928571 that reflects that they (investors) highly try to reduce investment risk while buying and selling shares.

**L.** You place importance to allocating enough time before mobilizing funds for investment

**Reply:** as per responses by the investors, average is 3.642857 that reflects that they place little importance to allocating enough time before mobilizing funds for investment.

In all, average of Risk Minimization is 3.821429 that means that moderate number of the investors like to minimize the risk at investment.

### Political Regulatory Environment

**M.** Political instability influence your investment decisions

**Reply:** as per responses by the investors, average is 3.857143 that reflects that Political instability influence their investment decisions moderately.

**N.** Changes in regulatory policy influence your investment decisions

**Reply:** as per responses by the investors, average is 3.857143 that reflects that changes in regulatory policy influence their investment decisions moderately.

In all, average of political regulatory environment is 3.964286 that means that more number of the investors are careful about political regulations for investment.

### Rumors Price Changes

**O.** You are influenced by rumors in making your investment decisions

**Reply:** as per responses by the investors, average is 3.00 that reflects that they (investors) are influenced by rumors in making their investment decisions very little.

**P.** Recent price changes of shares influence your investment decisions

**Reply:** as per responses by the investors, average is 4.142857 that reflects that recent price changes of shares influence their investment decisions fluently.

In all, average of political regulatory environment is 3.571429 that means that most the investors are careful about rumors what exactly changes price of shares.

## Items reflecting perception of market performance

### Future Expectations

**Q.** The capital market will be successful in the near future

**Reply:** as per responses by the investors, average is 3.142857 that investors think that the capital market will be successful in the near future moderately.

**R.** You will encourage others to invest in the share market

**Reply:** as per responses by the investors, average is 2.5 that reflects that they will little bit encourage others to invest in the share market

In all, average of future expectations is 2.821429 that means that the investors are not so much bother about future expectations.

## Market Performance

**S.** You return from the share market has been up to your expectation

**Reply:** as per responses by the investors, average is 3.142857 that means that they return from the share market has been up to their expectation is satisfactory.

**T.** You are satisfied with the current investment conditions

**Reply:** as per responses by the investors, average is 3.428571 that reflects that they are satisfied with the current investment conditions moderately.

In all, average of market performance is 3.285714 that means the investors are aware about market performance of the company moderately.

## **Recommendation:**

- Before investing in different stocks we need to consider both the correlation and portfolio weight because portfolio risk is affected by the correlation between stocks and by the percentage of funds invested in each stock.
- Since an investor wants a high profit and a small risk he/she wants to maximize return and minimize risk, therefore he/she should choose a portfolio which gives a combination highest return and lowest possible risk.
- Portfolio risk is always less than a weighted average of the risks of the securities in the portfolio thus diversification almost always lowers risk, and should be taken advantage of.
- Instead of short-term relationship, Merchandisers need to create long term effective relationships with the crucial parties -- buyers, buying houses as well as suppliers and soon.

## **Conclusion:**

Haji Ahmad Brothers Securities Limited is one of the founder members of the Dhaka Stock Exchange having been established in 1956 and it is also one of the first full-service brokerage companies in Bangladesh. In addition to their expertise and achievements, they take pride in our strong commitment toward the development of Bangladesh's capital markets. With an experienced team of professional traders, they offer the best trade execution to their clients. And provide loan facilities from the following institutions-



I am very proud to get the chance of working here. it increases my potentiality and confidence. Thank you.

## **References:**

1. HR Handbook (for Internal uses), Haji Ahmad Brothers Securities Limited, ABC House (4th Floor),8, Banani,Kemal Ataturk Avenue, Dhaka-1213
2. <http://www.habsecurities.com/>, [Accessed 05/04/2019]
3. <https://docs.google.com/forms/d/1EwQRXEOfCsRRJ7ktA4q7p7Vi02GtteG8VfYSkUsIS-I/edit#responses>

**THANK YOU**