

Report On
The Recruitment and Selection Procedures of
Madina Group

By

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

BRAC Business School

BRAC University

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Declaration

It is hereby declared that

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

Student's Full Name & Signature:

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Assistant Professor

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Letter of Transmittal

Mahmudul Haq

Assistant Professor,

BRAC Business School

BRAC University

66 Mohakhali, Dhaka-1212

Subject: Submission of Internship Report

Dear Sir / Madam,

With due respect, I hereby submit my internship report on "Recruitment and Selection Procedure of Madina Group" which is a requirement for completion of BBA Program.

I have given my best effort to prepare the report with the necessary data, relevant facts and information. I shall be highly obliged if you are kind enough to receive this report and give your judicious advice on the effort.

I believe that the report will fulfill your expectation.

Sincerely yours,

Fariha Alam

ID: 16304133

BRAC Business School

BRAC University

Date: 9 January, 2021

Non-Disclosure Agreement

[This page is for Non-Disclosure Agreement between the Company and The Student]

This agreement is made and entered into by and between Madina Group and the undersigned student at BRAC University.

Acknowledgement

Thanks to the Almighty Allah, my respected instructor and my parents that I was able to complete the report successfully. During the preparation of this Report “Human Resource Practices of Madina Group”, I was lucky enough to be guided by a lot of people for the completion of this report. My appreciation goes to those respected people.

I would like to thank my instructor Mahmudul Haq, Associate Professor, for his encouragement, guidance, advice and valuable supervision. He was always available when I needed his help, suggestions and guidance. I am grateful also to my supervisor named Saddam Hossain supervisor, Executive (HR &Admin) of Madina Group Bangladesh Limited. thanks to him for his whole-hearted supervision during the preparation of this report and I appreciate his brilliant guidance, advice, support, and profound understanding.

And lastly and again I would like to thank my parents, teacher, supervisor, friends without them I wouldn't be able to complete this report. I am thankful to all those individuals who provided necessary information and gave me effective advices.

Executive Summary

Madina Group is one of the leading conglomerate industry in Bangladesh. Currently this group has 25 concerns across the country with around 4500 employees This report deals primarily with the efficacy of the Madina Group's recruitment procedures, evaluating its various HR aspects through analysis, observation and data collection from secondary sources over the Internet. This report provides a clear overview of the organization and how the HR tasks relate to the success of the company and the outlook of the employees on the activities of HR. It also analyzes the recruiting practices, such as job requirements, coordination of interviews, circular posting of jobs, selection of employees and many other aspects.

Keywords:

Recruitment; Selection; Interview; Job Description; Job Advertisement Appointment.

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Chapter 1

Introduction

Madina Group is one of the largest group of companies in Bangladesh. The company operates in the field of property development and construction sector, having built commercial, residential projects and developing projects for the Bangladesh government. The group also operates one of the largest fleet of vessels within the country and consists of companies that may provide end to end logistics support. The company also manufactures and trades building materials such as stone, cement, steel and plastic products. Madina group has become a benchmark for competitors on the lines of quality by manufacturing premium quality products to give clients excellent service and true value for money with current 25 business concerns across the country. The founder and Managing Director of the company Haji Md Selim is a 3rd time Parliament Member of the Republic of Bangladesh government.

1.1 Objective of the Report

In order to gather practical experience of the organizational environment and its tasks, the Report is prepared. Its purpose is to connect the theories and knowledge gained in the classroom and to apply that knowledge to the real environment and to improve my skills and abilities so that I can gain an in-depth understanding of the activities of human resources.

1.2 Methodology

Primary Source: To prepare this report I have gathered information from HR officials of Madina Group. I have collected information from my personal experience and observation.

Secondary Source: I have also gathered information with the help of company's website.

1.3 Scope of the Report

The report is prepared to address the process of recruitment and selection and other practices in the area of human resources, as well as organizational policies, culture, rules and regulations. This study is prepared with the organizational procedures, rules and regulations as well as the

Report Structure of the BRAC University. It contains specific statistics, details and information gathered from both primary and secondary sources of data and also provides correct referencing and excludes plagiarism. A thorough description of the human resource functions of the company and its culture and work environment is given in this report.

1.4 Limitation

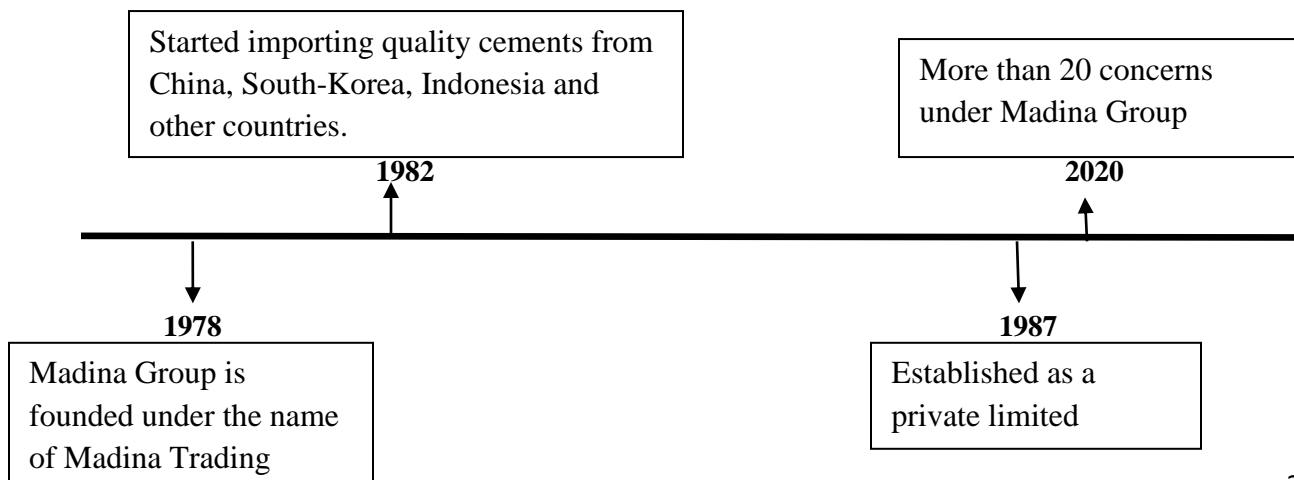
1. Madina Group has strict rules on non-disclosure policies of its confidential data.
2. Shortage of information about its HR and business practices on the internet.

Chapter 2

Organization Profile

Madina Group, a well- known and leading private sector business empire, has been effectively and continuously changing the status quo of the business industry in Bangladesh. With innovation research and development at its forefront, the group take its pride as a dominant and ever-evolving force in various business sectors for the past 4 decades. With a diverse array of business sectors under their wings, Madina Group is considered as a titan of our business industry. The group is engrossed in their dedication for quality production, consumer satisfaction, modernization of production facilities and competitive pricing. Madina Group tirelessly to build a relationship of honesty, integrity, and trust with their customers and employees alike.

2.1 Timeline of Inception



2.2 Backstory

Madina Group is one of the largest groups of companies in Bangladesh. The founder and Managing Director of the company is Haji Md Selim who is a 3rd time Parliamentary Member of the Republic of Bangladesh government. Madina Group started its business under name of Madina Trading Corporation in the year of 1978. It started importing quality cement from China, South-Korea, Indonesia and other countries in 1982. Finally, in the year of 1987, it emerged as a private limited company. Madina has become an industry leader of the country, and has been a major contributor to the nation exchequer. Madina Group has been one of the biggest contributors to the country's GDP. Madina Group has been engaged Cement, Polymer, Shipping, Real-Estate and other business sectors, ensuring that each sector is ready to tackle any challenge and work towards sustainable growth. Madina Group has more than 2000 skilled manpower is under the wings. In an effort towards eliminating unemployment, one of the leading issues to our nation's development, Madina group wants to generate more employment opportunities for the people of Bangladesh.

2.3 Company Vision

To build a proud legacy of business and services for our future generation.

Company Mission

We strive to produce products and services of the highest quality and the most competitive pricing, to ensure the utmost satisfaction of our customers and clients, while maintaining a rich working environment for our employees, and committing to the betterment of our nation's social and cultural growth.

Company Location

Madina Group Head Office is located at Dhanmondi, Central Road. Moreover, other concerns of Madina Group such as Madina Fruit Ltd, Madina Heemagar Ltd. etc. are situated in Old Dhaka. Furthermore, the Cement factory, the Polymer factory, the Maritime are located in Meghnaghat, Sonargaon, Narayanganj. Lastly, Madina Polymer factory is allocated at Gazipur, Safipur.

2.4 The concerns of Madina Group



Madina Development

Madina Developments Ltd. is the group's initiative to ensure the country's growth by constructing safer, user-friendly buildings. It debuted 10 years ago with just a few large commercial and apartment projects in the old part of Dhaka City. Some of their completed projects are Madina Shapla, Ashik Tower, Madina Rudaba etc.



Tiger Cement



Tiger Cement Factory



Madina Trading Corporation (Pvt.) Ltd.

Figure 1.1 Madina Development Limited

Madina Polymer Industry

One of the largest plastic manufacturing companies is Madina Polymer Industries Limited. Its key objective is to widen the international market for the Bangladeshi plastic industry. For this reason, Madina Polymer is committed to maintaining the quality of its products to the highest level of the professional & active worker team, ultra-modern & environmentally friendly technology, rich raw materials & nationwide dealer network. The products of Madina Polymer are Madina Tank, Gas Stove, Madina Sink etc.



Madina Tank



Gas Stove



Madina Jet Pump



Madina Sink



MG Coil Pipe



MG Thread Pipe



MG Magic Pipe



MG uPVC Fittings



MG BS Pipe



Single Burner



Madina Irrigation Pump



Madina Loft Tank



Submersible Pump



Madina Teflon Tape

Figure 1.2 Products of Madina Polymer Industry

Madina Poly Fibre limited



Figure1.3 Woven Bags

Madina Poly Fibre Limited is one of the key sister concerns of Madina Group.

Madina Poly Fibre Limited Manufactures:

1. Block Bottom Bags with Valve with AD star technology from BSW, Germany.
2. Double Ply Stitching Bag with Multiwall Technology from Taiwan
3. Raffia/White Bag with AD star technology from BSW, Germany.

Madina Maritime Ltd.



Figure 1.4 Madina Maritime Shipyard



Figure 1.5 Madina Fleet International Ltd.

The umbrella of Madina Group is the stevedoring business Fleet International. A Stevedoring Business is a transition in the handling of cargo in port operations. Usually, as a cargo handling contractor, Fleet International is the holder of an administrative concession granted by the Chittagong Port Authority (CPA) to allow the Chittagong Port Authority (CPA) to use the space situated at the edge of the quay with exclusive conditions for carrying out the activities.

Madina Fruits Ltd.



Figure 1.7 Madina Fruits Ltd.

Madina fruits ltd. is another organization of Madina group which is the largest fruits imported company and supplier in Bangladesh in local market. Madina fruits ltd. has maintained his leading role through his goodwill from first day in the year of 1987. Basically, Madina fruits ltd. Started his business journey from India including apple, mango, pomegranate and orange began. After that orange also import from Bhutan.

Madina Group has other concerns in other fields such as **Madina Filling Service Ltd., Chand Sarder Cold Storage Ltd., and Madina Heemagar Ltd.**

Board of Directors

Madina Group has 1 Chairman, 1 Managing Director, 1 Deputy Managing Director, 3 Directors

Organizational Culture of Madina Group

This organization's workers come from various cultures and backgrounds, and the corporation profits from the breathing of the ideas and experiences they offer. The company has diversified workers and also encourages the success of each other in producing a unique type. Being free to discuss and debate ensures that the business grows the business in exciting ways and gives the voice to the customer. Innovative concepts and new interactions are generated by inspiring teams, keeping workers sharp and innovative. The business has outstanding and inspirational leaders who are truly interested in their customers and will help them make a difference. The company takes the employees to the factories such as cement, polymer to broaden their mind about how the products are produced.

CSR Activities

Madina Group

Madina Group believes in working for a sustainable future that will ensure a better life standard for everyone. Through various charities, contributions, donations and volunteering programs, Madina Group has been committed to the progress of the nation and the world. The group and its employees hold a very strong desire to continue fulfilling their corporate social responsibility program.

Healthcare

Madina Group and its business operations helps organizations and initiatives that provide food and shelter, both on a local or a national level, during emergencies or crisis situation. The group also supports various healthcare projects to tackle poverty and social exclusion issues.

Financial Literacy

Medina Group is actively supporting various volunteer-based programs such as: 1. Programs that business and financial matters, in an effective manner, to dealers and vendors. 2. Programs that teach organizational methods to selected entrepreneurs.

Environmental Protection

This Group maintains green principles and energy consumption practices across their numerous food and product related sectors.

Equality and Diversity

Madina Group maintains a mandatory company policy based on equality, diversity and code of conduct for all sectors in which it operates. The group recruits and promotes staff based on employees' skills.

Support to Distressed

Madina Group is committed to ensuring a better life for the less fortunate through various social and charitable activities such as financial aid, warm clothes distribution etc.

Chapter 3

Human Resource Department of Madina Group

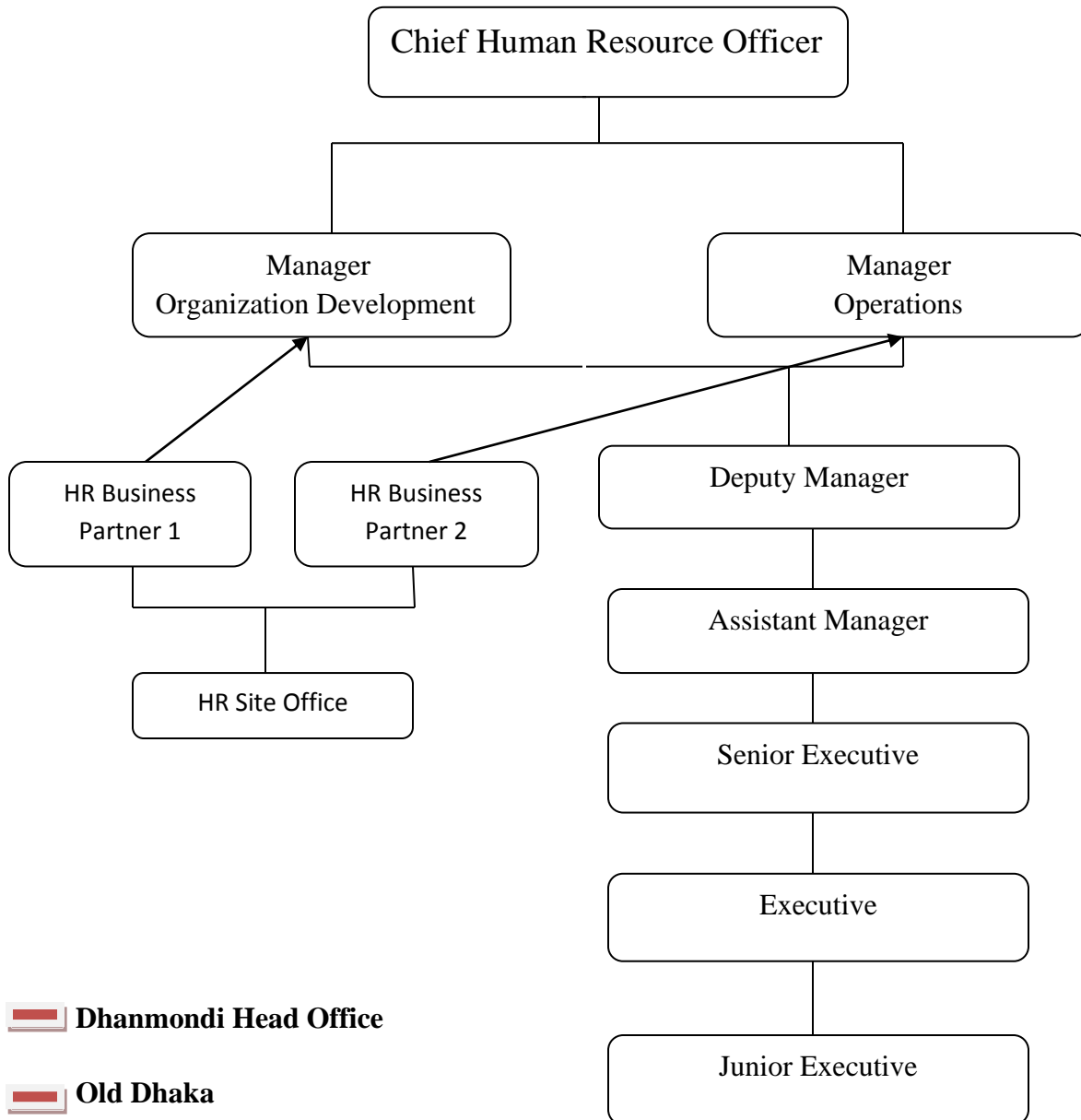
Madina Group is a very people-oriented organization that focuses on the quality of HR and practices to improve individuals and contribute to the growth of the group.

In various HR procedures, Madina Group follows various norms. Madina Group recruits the best talent from the market to maintain a standard recruiting process that maps the right competencies. In terms of functional and leadership skills, a comprehensive learning plan is in place to improve an employee. Madina Group aims to create an atmosphere in which individuals are aware of the effect they have are empowered to innovate and have the ability to grow, develop and realize the potential.

Madina Group reflects on the responsibility of incorporating our principles, agreeing to work as a team to accomplish a shared purpose and helping to create a sustainable winning organization.

Currently Madina Group has around 4500 employees. Madina Cement Limited has 26%, Madina Trading Corporation has 3%, Madina Maritime Limited has 15%, Madina Poly Fibre Limited has 7%, Madina Polymer Industry Limited has 30% of total employees. Other than these industries.

Organogram of HR Department of Madina Group



Chapter 4: Recruitment and Selection Process of Madina Group

Recruitment Policy of Madina Group

Recruitment is the process of seeking for and motivating prospective employees to apply for jobs in the Madina Group.

3.1 Purpose

The general purpose of recruitment of Madina Group is to provide a pool potentially qualified job candidate. Specifically, the purposes are to:

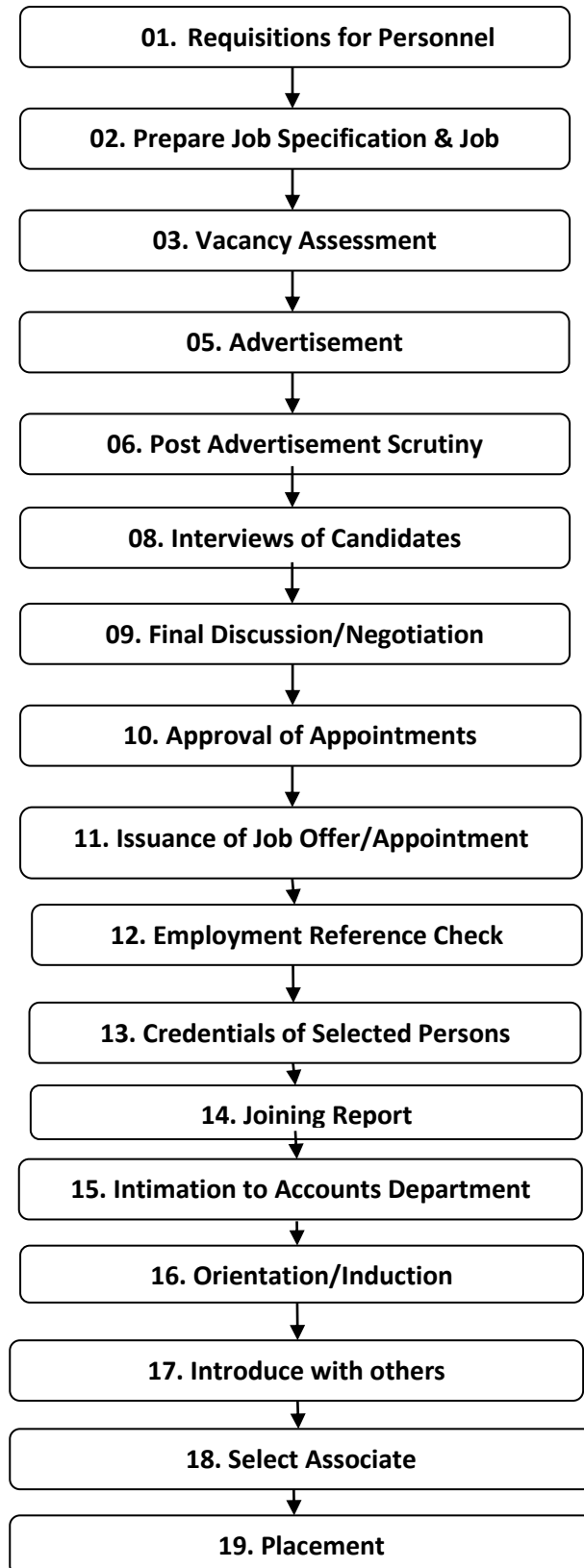
- Determine the organization's current and future needs in accordance with its practices of personnel planning and job-analysis.
- Increase the pool of the candidates at minimum cost.
- Help reduce the probability that that job applicants, once recruited and selected, will leave the organization only after a short period of time.
- Meet the legal and social responsibilities of the Madina Group regarding the composition of its personnel.
- Start to recognize and train future work applicants who would be suitable candidates.

3.2 General guidelines for Recruitment.

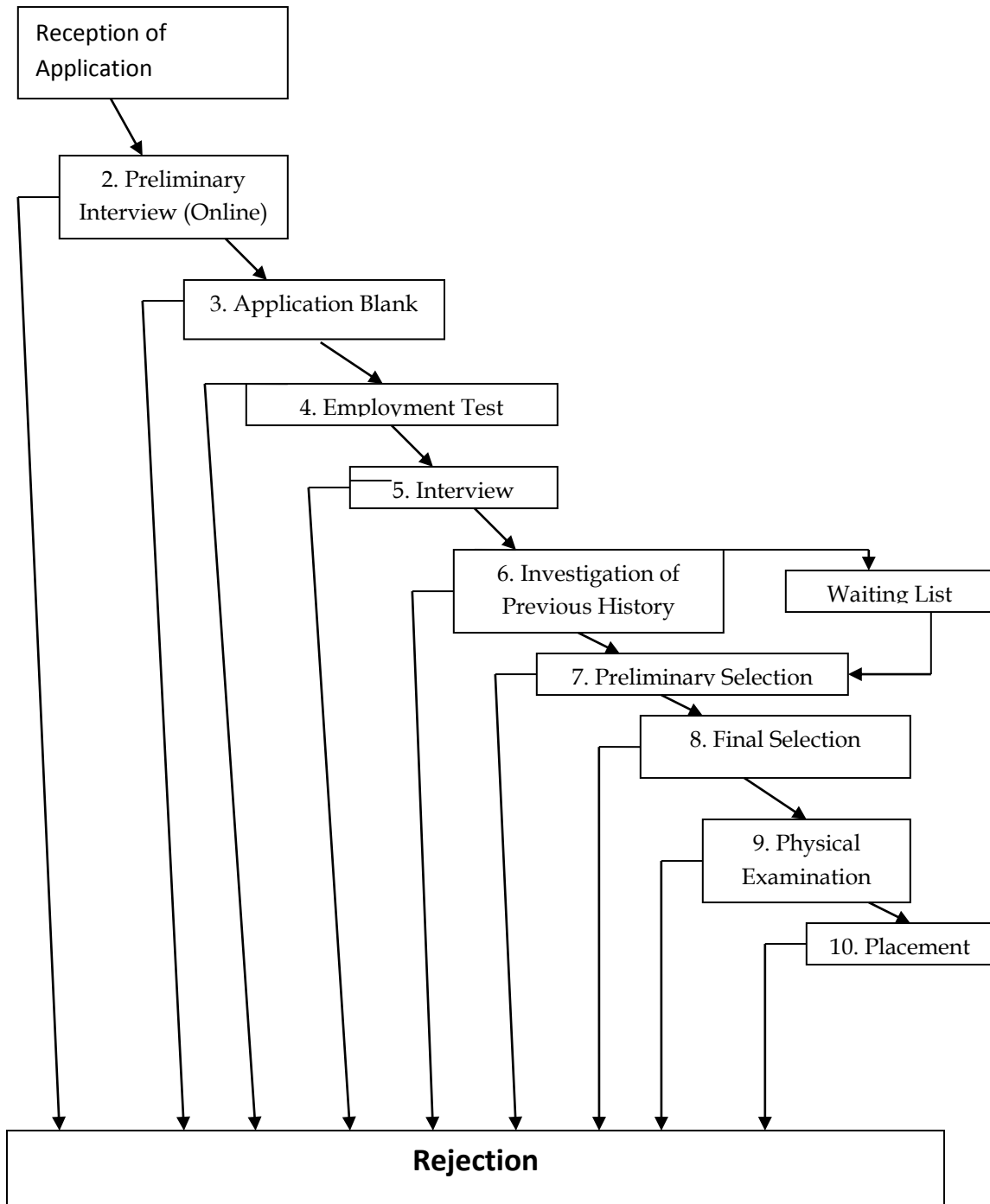
Madina Group entertains a discrimination-free hiring policy. All recruitment policies within the organization are in line with the rules of the land. The following are some basic guidelines followed for recruitment of employees:

- Be able to read comfortably and write. Before sending the applicant for an interview with the recruiting department, the HR Department would take a literacy/numerate exam. All exceptions should be accepted by the Human Resource Department.
- For some positions, some degree of education might be needed.
- The candidate must be over 18 years old as per labor law in Bangladesh.
- The candidates who fit the work requirements are given priority.
- Relevant tests may be taken as per the job requirement, such as Brain Test, Fill Test, Written Test, Hand-Eye Co-ordination Test, Test for Reflexes, Aptitude, Job skills tests, Viva, etc.
- Any other physical characteristics that may be needed for a particular job that would be considered during an individual's selection.
- Checking fitness to match the job requirement.
- Applicants with any record of convicted violations would not be eligible for recruitment.

3.3 Steps of “Recruitment, Selection & Placement” of Madina Group:

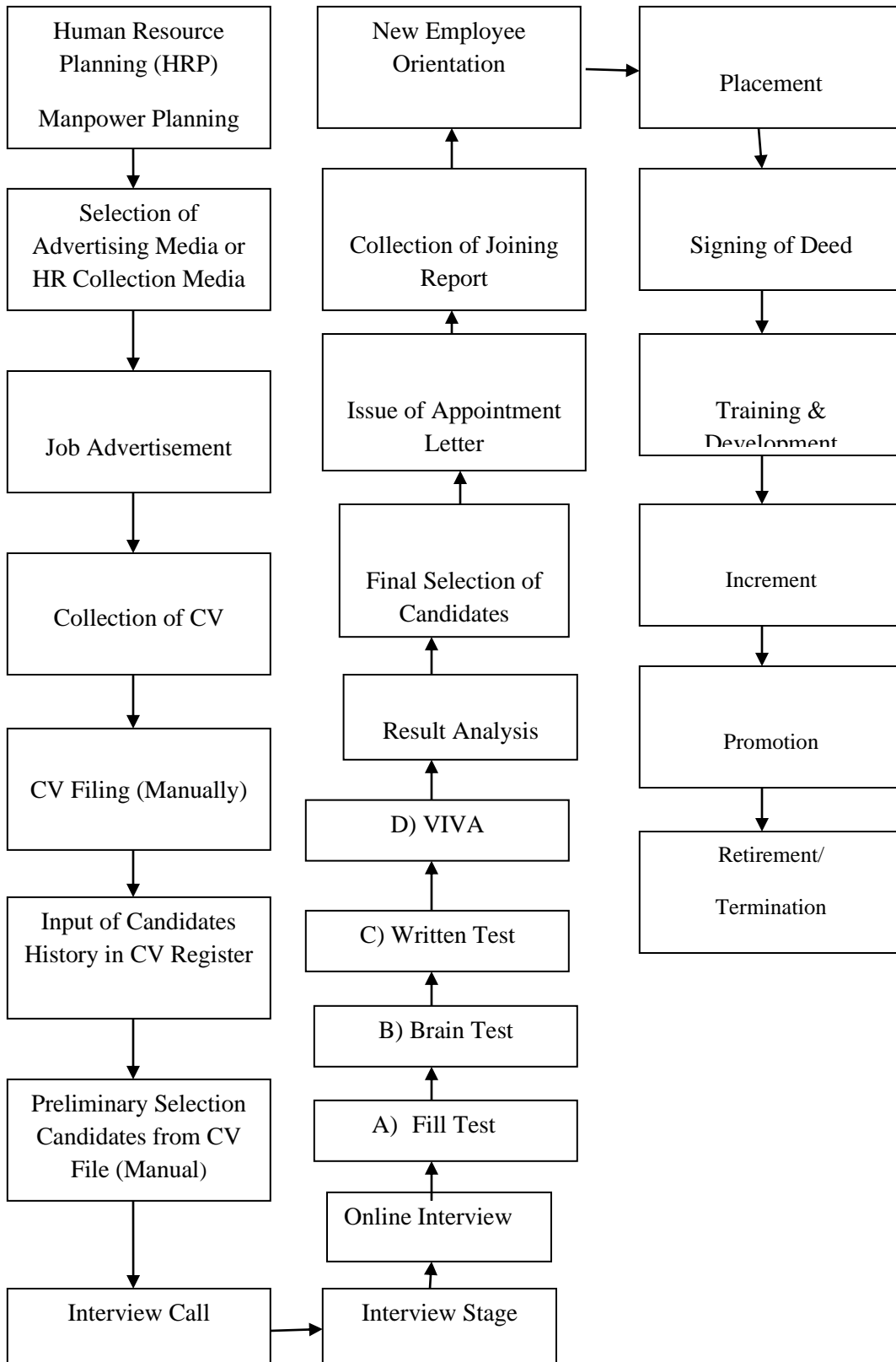


SELECTION PROCESS OF MADINA GROUP:



Flow Chart of Selection Process

Employee Life Cycle:



1. Requisitions for Personnel

The concern departmental head will forward requisition to the HR Department to initiate the selection procedure through Recruitment Request Form. The requestor must specify on the requisition form whether the manpower request is for a replacement or for towards an additional requirement. Madina Group operates based on a set Manpower Plan or Human Resource Plan. In the event of a replacement proposal, the request form needs to be accepted by the Head of the Department prior to submission to the HR Department. With respect to the request for any additional personnel, the Head of the Section and the Director must approve the request prior to submission. In such a scenario, the Head of the Department must explain the request, setting out the reasons for the particular need and demonstrating any environmental improvements within the Department.

Departments must apply the Manpower Requisition Form to the Department of Human Resources sufficiently in advance to allow the Department of Human Resources to arrange all possible formalities for inviting candidates to be selected. Proper job requirements/specifications for a particular post must also be added to Exceptional Spot Deployments when applying manpower requirements, which are at the discretion of the Board Management.

2. Prepare Job Specification & Job Description

HR Department will prepare Job Specification & Job Description for the particular position as per requirements of the department.

3. Vacancy Assessment

HR Department is fully liable to assess the particular vacant position that the concern department request for.

4. Source

Madina Group uses following source for recruitment.

- (a) **In House:** Prior to continuing with any other source, the departmental head of concern will check with the department of human resources if any appropriate person is there to fill the role in with any other department.
- (b) **Head Hunting:** Departmental head can check if any acceptable or future employee is inside his network prior to advertising concern. The same protocol will be followed outside of the HR department.
- (c) **Advertisement:** Upon receipt of an authorized employee request form, if the vacancy cannot be filled from within the company and no such match is found in the CV/Resume bank employee & HR department, HR dept. drafts an advertisement for recruitment for recruitment Employees in coordination with the head of the department who requested the employee and places the advertisement in selected newspapers

The Department Head/General Manager will advise the Human Resources Department of the person Specification/Job Requirements for a particular job. The Human Resources Department will draft the advertisement keeping in mind the following aspect:

- (i) Education
- (ii) Experience
- (iii) Professional Degree
- (iv) Skill
- (v) Age
- (vi) Sex
- (vii) Personal Characteristics
- (viii) Job knowledge
- (ix) Any other aspect deemed necessary by the management.

The Department of Human Resources would then seek approval for the draft advertising from the proper management. The Department of Human Resources will ensure the advertising goes perfectly to the press or job

Local Advertisement

There are so many posts for which advertisement through daily newspaper is not justified. In this case units will circular advertisement for immediate recruitment sites.

5. POST ADVERTISEMENT SCRUTINY

Ordinarily on receipt of applications the Human Resources Department will scrutinize the application as per job requirements and short-listed based on the following screening process

- I. Takes Online Interview
- II. Takes the Literacy/Numerate test if applicable.
- III. Conducts a visual fitness check if and as required.
- IV. Conducts a dexterity/hand-eye co-ordination test or any other tests if and as required by the organization/department.

Successful candidates are sent to the requisitioning department for an interview upon completion of the above basic screening process.

6. WRITTEN TEST

Recruiting department may choose to conduct a written test prepared by the HR department with the assistance of Section Head.

7. INTERVIEWS OF CANDIDATES

Units will follow their respective “Recruitment and Salary Fixation Committee” chart for interview board. HR Department will prepare an *Interview Schedule* including the name of Board members and candidates and get the prior approval from Management.

A Selection Score Sheet must be completed on the top of the resume with the necessary details & information attached.

Some selections of suggested skills to be tested during interviewing are as follows; interviewers can choose any of these skills based on the appropriate skills:

- Safety Awareness
- Discipline
- Commitment to task
- Alertness
- Energizing
- Perceptivity
- Policy and procedures
- Organization
- Technical skills

CODE OF CONDUCT IN INTERVIEW BOARD.

<u>DO</u>	<u>DON'T</u>
<ul style="list-style-type: none"> • Plan the Interview 	<ul style="list-style-type: none"> • Start the interview unprepared
<ul style="list-style-type: none"> • Establish an easy and informal relationship 	<ul style="list-style-type: none"> • Plunge too quickly into demanding questions
<ul style="list-style-type: none"> • Encourage the candidate to talk 	<ul style="list-style-type: none"> • Ask Leading Questions
<ul style="list-style-type: none"> • Probe where necessary 	<ul style="list-style-type: none"> • Pay too much attention to isolated strengths or weaknesses
<ul style="list-style-type: none"> • Analyze career and interests to reveal strengths, weakness, patterns of behavior 	<ul style="list-style-type: none"> • Allow the candidate to gloss over important facts.
<ul style="list-style-type: none"> • Maintain control over the direction and time taken for the interview. 	<ul style="list-style-type: none"> • Talk too much.

The Guidelines for effective interview of Madina Group:

- Always use the form that is standardized.
- Madina Group Evaluate the interviewee immediately after the interview.
- The Madina Group focuses on qualities that are most correctly tested in interviews.
- Always get to learn about the interviews and always get to talk
- The Madina Group is always respectful of the government's reservation policy.

Appointment

Madina Group follows some procedures for the appointment of new employees and staffs and the mechanisms for introducing them in the organization upon completion of all official formalities.

8. Final Discussion & Negotiation

The candidates are called for some final discussion & negotiation in this session according to their position & job nature.

9. Appointment Approval

Final management approval is obtained from the Department for the appointment of candidates chosen through the procedure detailed in the manual. Head, Employee & HR.

10. Issuance of Offer/Appointment Letter

The final approved applicant is then given an offer of employment according to the company's approved pay scales.

Employee/staff appointment letters are signed by the HRD.

The employee is given the original copy of the appointment letter; and the approval of the employee is taken in a copy held in his personal register, while another copy is submitted along with the joining report to the payroll department.

11. Employment Reference Check

The final approved candidates background and references are checked by the HRD.

12. Credentials of Persons Selected

Persons provisionally selected for employment shall have the following credentials before formal membership or at the time of joining:

12.1 Half-length photographs, full face without a hat. 4(four) 2" × 1.5" photographs taken no more than six months earlier in size.

12.2 All Educational & Training Certificates photocopied.

12.3 National ID Card/Birth Certificate Photocopy

12.4 Release of previous Company Letter & Knowledge Certificates

12.5 Authentic Photocopy Education & Training Certificates.

12.6 Other certificates sought by the company (marriage certificate, children's birth certificate, former employer letters of recommendation).

13. Joining Report

13.1. On the first day of reporting on the job, new employees and staff are required to submit their joining report to the HR Department. The "Employee/Staff Joining Report" form is then signed by the employee and its immediate supervisor, and sent to preserve in the personal file through the departmental head.

13.2. The HR & Admin Department issues an employee ID card upon receipt of the employee/staff joining report, assigning an employee code number within a week of receiving the joining report.

13.3. The candidate will be required to complete the Background Verification Form provided by the HR Department after finally being selected to request information on personal, family health records, education, training, language skills, employment history, personal references, etc.

13.4. Until the "Employment Contract" (subject to Department & Position) is finally selected and signed, the persons concerned shall be the employees of the Madina Group. They will send their formal joining report to the management concerned. The Departmental Head shall be empowered to accept, the signing of the joint report on behalf of the Board. Upon approval of the joining report by the head of the department concerned, the record and the file shall be sent to the HR Department.

14. Intimation to Accounts Department

After completion of the above procedures, a copy of the appointment letter, along with copies of the attachment report, will be sent to the financial/payroll department by the HR & Admin department. It is the responsibility of the finance/payroll department to create the record of the new employee on the payroll scheme.

15. Orienting/Inducing

Until placement in employment, all new recruits must undergo an Orientation Program/Training to get some idea about the community, purpose, vision, priorities, goals, board of directors, units/factory, goods, customers, policies, etc. The Induction Program / Training will be given top priority by management. It is mandatory on the part of the Department of HR & Admin to conduct such a program within the company, and to design such a program for a duration of one day. Before the employees start formal training concerning their employment and jobs this will be a formal program for them.

16. Introduce

In Madina Group it is the responsibility of the HR department to introduce the new personnel to other employees or divisions. The HR Department will give all (Madina Group employees) an introductory e-mail.

17. Associate & Placement select

An associate for the new worker will be selected by the HR Department. It is the duty of the Associate to familiarize the new employee with the work environment and direct them to succeed in the workplace. After choosing the Associate, the new employee is put in the Department of Concern.

Challenges that HR faces during Recruitment

1. Constraint of time
2. Finding the best candidate in a short period of time

Chapter 5

The Job Responsibilities of an HR Intern

1. Supporting in Recruitment and Selection Process.
2. Sorting CV through BDjobs website.
3. Prepared shortlisted candidates summary.
4. Making interview phone call and coordinating interview session.
5. Making candidate's rating sheet after the interview session in excel file.
6. Prepared files for the final selected candidate.
7. Prepared Job Offer letter and Appointment letter for the selected candidate.
8. Prepare joining announcement.
9. Prepared Show cause Letter.
10. Browse BDjobs CV Bank for various position

Personal Development

1. I could gather ideas and the ability to think in my way regarding Human Resource Management's activities which my help me in my future career.
2. I could gather skills of how to conduct and assist in HR tasks.
3. This internship strengthened my knowledge, because in my future. I will be able to understand HR ideas in a faster way by relating the lessons with this organizational environment.

Chapter 6: Critical Findings and Recommendation

Findings	Recommendation
1. Salary Range of this company is comparatively below than competitors. Therefore, they cannot find top class candidates.	1. The management of Madina Group can review pay grade with proper market survey and raise the pay grade.
2. Absenteeism of interviewers during interview session due to internal problems and that is why I have faced difficulties to arrange interview board on time	2. We have to overview the internal problem then we have to arrange the interview schedule time accordingly.
3. Absenteeism of interviewees during online interview as many of the candidates are not of the applications such as Zoom, Google Meet and for this reason we fail to connect with the candidates on time.	3. Firstly, before the interview session, we can give them a short brief about how to use these applications or suggest them to watch YouTube tutorials. Secondly, if they don not have any device to communicate via online then we suggest them to go to cybercafe and appear at the interview.
4. High turnover rate. After joining as an interneer, I have seen that many of my associates are switching jobs.	4. They can take the following steps to reduce the turnover rate: <ul style="list-style-type: none"> • Raise salary grade • Create excellent working environment • Arrange incentives to motivate the employees • Promoting the employees in due time by evaluating their job efficiency. • If there is any exceeding daily work time schedule and work overtime, they have to arrange overtime payment.

Chapter 7: Conclusion

Madina Group is one of the best group of companies of Bangladesh. It has operated its business with high level of customer satisfaction and high volume of employee and worker's engagement. Their footprint in cement, plastic, trading, real estate, shipping industry makes Bangladesh's economy strong.

From my observation they have regularly paid Vat, Tax, AIT and other tariff which are relevant to our national economic growth. Madina Group will contribute more in our GDP by expanding their business. They have plan to expand their business in Auto Bricks, Plastic Doors, Electronics home appliances and FIBC Bag manufacturing.

I am really happy to be part of Madina Group and being companion wof their growth and improvement. I wish to their success and further growth.

Reference:

<http://madina.co/>

<http://www.madinapolymer.com/>

<http://www.madinadevelopments.com/>

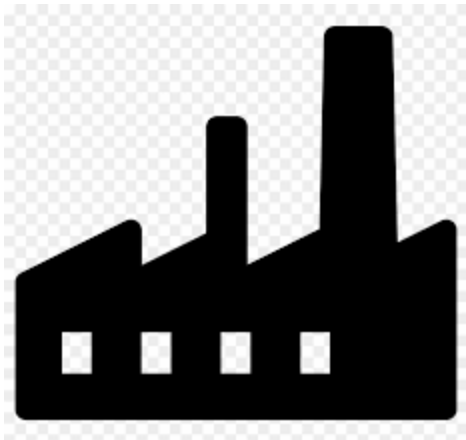
Recruitment & Selection Process retrieved from my supervisor

HR Manual-(page no-13-19)

- Recruitment Process
- Guideline
- Code of Conduct
- HRIS-(Inbound)
- MIS
- Sales Admin

Appendix

1. Madina Group is one of the leading companies of Bangladesh that provides construction materials.
2. It has 25 concerns and operates all over Bangladesh.
3. The company offers its clients the most products and is committed to health & safety and sustainability.



25 Businesses



Around 4500 Employees