

Report On  
Recruitment & Selection Process of Abedin Equipment LTD

By

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

BRAC Business School  
Brac University  
September, 2022

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## **Declaration**

It is hereby declared that

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

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

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

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**Mr. Zaheed Husein Mohammad Al-Din**  
Senior Lecturer, BBS  
BRAC University

## Letter of Transmittal

Mr. Zaheed Husein Mohammad Al-Din  
Senior Lecturer,  
BRAC Business School  
BRAC University  
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Subject: Submission of Internship Report

Dear Sir,

With Due Respect, I am submitting my internship report on “Human Resource Functions of Abedin Equipment LTD”. I have tried my best to maintain the guideline given by the university.

I am very much thankful to you for your guideline and instruction.

I have tried to put my best effort into the preparation of this report. I hope you would be kind enough to receive my report and I will be pleased to answer any query you think necessary as and when you ask.

Sincerely yours,

---

Samiul Alim

18104003

BRAC Business School

BRAC University

Date: September 25, 2022

## **Non-Disclosure Agreement**

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

## **Acknowledgement**

I would want to begin by expressing my thankfulness to Allah almighty for granting me the capacity to finish the three-month internship program and the internship report.

I am really appreciative to a huge number of people for their kind support and encouragement throughout my internship program.

I would like to thank my academic supervisor, Mr. Zaheed Husein Mohammad Al-Din, Senior Lecturer at BRAC business School, for providing his valuable time and unwavering support in assisting me to finish this internship report. He kept me on track by offering invaluable direction and responding to every request for feedback.

Second, I would like to express my deepest thanks to Mr. Mohammad Saiful Haque, who is the Assistant Manager of HRD at AEL. During the last three months, he has assumed the tasks that were previously mine and has guided me in my role as a supervisor. In addition, I would like to show my thanks to Mr. Tashreef Mahbub Matin (Officer-HRD, AEL) and Mr. Muhyuddin Ahmad (Head Of HR, AEL) for providing me with all the information I required to complete my internship report.

## **Executive Summary**

This study contains detailed information on Abedin Equipment Limited's HR practices. Auto Equipment, a sole proprietorship, entered the marketplace in 1965 with agriculture-related import and distribution of low-lift irrigation pump & shallow tube-well as well as a repair shop. After more than 50 years, Group QA has 8000 people and is a multidisciplinary corporate conglomerate. They have been successful in trading crop protection chemicals, hybrid seeds, vehicle parts and accessories, power tools and equipment, agricultural machinery, ready-to-wear apparel, and consumer goods. In Bangladesh, Abedin Equipment Ltd. imports and distributes Power Tools, Automotive Spares, and Fixing Systems. These high-performance goods are sold all across the country. The company has eight service stations staffed by engineers. Five of these eight stations are owned and operated by Kaniz Services.

I have identified the organization's step-by-step activities throughout the project. My particular interest was on the HR Operations team's responsibility to gather obligatory records and data. To create the task paper, these documents and metrics were redesigned. Here, the majority of the records were formerly compiled from essential sources. In addition, I have employed some optional data to supplement my report.

In the study, the brief HR procedure in the compliance area is detailed. Recruitment, workers' compensation, workers' benefits, misbehaviour, work ethics, workplace health, and safety are all evident in Abedin Equipment Limited's current challenges.

So, in accordance with the topic of this study, I endeavored to focus on the most important aspects of Abedin Equipment Limited's HR Operations method and HR Operations personnel. My primary focus was on the methods and strategies they employed. Abedin Equipment Limited's HR policies in accordance with the Bangladesh Labor Code of 2006 have provided me with a sense of how much compliance the company maintains in the business sector.

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## List of Acronyms

AEL	Abedin Equipment Limited
HRD	Human Resource Department
KPI	Key Performance Indicator
PMS	Performance Management System
Group QA	Group Quazi Abedin

# Chapter 1

## Overview of the Internship

### 1.1 Student Information: -

My name is Samiul Alim, ID- 18104003. I have been attending classes at BBS (BRAC Business School) while simultaneously finishing my studies in HRM (Human Resource Management) and CIM (Computer Information Management).

### 1.2 Internship Information: -

#### 1.2.1 Period, Company Name, Department/Division, Address: -

I have completed my internship in the head office of 'Abedin Equipment Ltd.' (Nilufar Heights, B 52, Kemal Ataturk Avenue, Banani, 1213, Dhaka, Bangladesh) from June 4, 2022 to September 12, 2022. I have worked there as an Intern in the Human Resource Department (HRD).

#### 1.2.2 Internship Company Supervisor's Information: Name and Position

I was supervised by Mr. Mohammad Saiful Haque, who is an Assistant Manager of the Human Resource Department at Abedin Equipment Ltd.

#### 1.2.3 Job Scope - Job Description/Duties/Responsibilities

The main task of my internship was to assist in every curriculum done by my supervisor.

The tasks and responsibility-

- Attendance Management.
- Assisting in Onboarding & Off boarding Process.
- Employee Personal File Management and Data Entry.
- Food and Canteen Management.
- Arrangement of Corporate Tour.

### 1.3 Internship Outcomes:

#### Contribution to the company: -

I learned a lot over the three months I spent working as an intern at AEL. I had no concept how the human resources department operates in the business world because I was completely new to the industry. Throughout my internship, this organization and my team served as mentors and helped me develop the skills necessary to work in any industry.

**Benefits to the student: -**

The compensation for internships is adequate. They offer free transportation as well as free food. Additionally, a certificate is given. The workplace is quite pleasant and secure. The intern learned a lot from them.

For the interns, AEL has a capable backup. If a post or employee is required and an intern in the same field is available, they immediately recruit the intern. Additionally, when a circular comes available, interns are given preference over other applicants.

**Problems/Difficulties: -**

Working with AEL posed no challenges at all because of their kind and understanding supervisor and coworkers. They treat an intern just like a student, as if they were educating us.

**Recommendations: -**

If students ever get the opportunity to take an internship with Abedin Equipment Ltd., I would strongly recommend them to do so. They will be an ideal match for the corporate sector because of this organization and its employees, in my opinion.

## **Chapter 2**

### **Introduction**

#### **Introduction to the Report**

Every action must be carefully considered in the competitive business world of today. Every company in every industry employs a different strategy to survive in the ever evolving commercial climate of today. Alternative approaches are becoming more and more popular among businesses as a way to maintain a smooth and effective operation. Some firms will launch a business transformation program in an effort to acquire an advantage over their competitors. The working environment and recruiting procedures of "Abedin Equipment Ltd" are hence the subject of this report. The goal of this report is to examine the hiring and selection procedures of Abedin Equipment Ltd., as well as the supporting management and working environment. I have focused on the modern approaches to managing human resources. (Here, origins mix and include.)

#### **2.1 Overview of the Organization**

In 1965, a lone entrepreneurial company house called 'Auto Equipment,' the flagship firm, began its first steps in the marketplace by importing and distributing low-lift irrigation pumps and shallow tube-wells and operating as a repair shop for agricultural machinery. After more than 50 years in operation, this organization has evolved into a diversified conglomerate doing Distribution and Manufacturing under the brand name Group QA, employing somewhere in the neighborhood of 8,000 people. This company has a proven track record in the wholesale and retail sale of crop protection chemicals, agricultural hybrid seeds, automobile parts and accessories, power tools and equipment, farm equipment, finished goods, and consumer goods.

Abedin Equipment Ltd. has been active in the import and selling of Power Tools & equipments, automotive parts & accessories, and Fixing System in Bangladesh for close to half a century now.

These high-performance items are sold via a network of dealers that spans the whole of the nation. In addition, the firm has eight service stations, each of which is staffed by highly-trained experts in the field of engineering. There are a total of eight service stations in this area, and five of them are called Kaniz Services.

In the Bangladeshi market, this firm acts as the only agent and distributor for the German companies Fischer Werke GmbH & Co. KG, METABO GmbH, and CNH Industrial.

Farm Machinery wing started its operations in 2013 and since then has been marketing tractors and farm equipment of world-class brands such as CNH Industrial, Kubota Corporation, and Breviglieri S.p.A. This was done in response to the growing demand for more advanced farming practices in Bangladesh, which led to the establishment of the Farm Machinery wing. By this point, we have already established a total of 12 showrooms and service facilities around the country, each of which is staffed by trained service technicians and personnel.

A warehouse full of spare parts and machinery has been put up in Savar, Dhaka. In the future years, AEL hopes to further develop its Farm Machinery business.

In addition to all of these things, Abedin Equipment Ltd. has eleven regional offices, and under those regional offices, they have branches and dealer points in almost every district in Bangladesh. This is done so that they can provide services that are superior, more expedient, and more convenient to their customers.



In addition to all of the commercial enterprise endeavors, we have established the Quazi Abedin Welfare Trust with the assistance of Group QA in the hopes of cultivating skilled mothers from the village women so that they can contribute to the general welfare of the community. This endeavor is funded by Group QA. In 2005, the Kaniz Fatema Girls' School, a high school exclusively for female students, was created in the Manikganj district, from the Trust fund. The school operates on a not-for-profit basis and has close to six hundred students enrolled on a full-time basis.

Every resource (textbooks, clothing, etc.) necessary for a successful academic experience is provided by the school. An experienced Principal and a dedicated teaching staff have been sent there. The Trust bears all costs, including providing free on-campus housing for all faculty and employees. The Government of Bangladesh has granted basic permission to upgrade the school into an intermediate college after its students achieved remarkable results on the national level exams of Junior Secondary Certificate (JSC), Secondary School Certificate (SSC), and Primary School Certificate (PSC). As of 2016, Kaniz Fatema Girls' School is now Kaniz Fatema Girls' School & College.

Each faculty member and student at the school has access to a wide range of services and amenities. Students can take use of perks including a dorm, fee reductions for good students, and tuition waivers for the needy. The school offers financial assistance, housing, utilities, transportation, a retirement package, and other benefits to the instructors.

Located in Bhaluka, Mymensingh, our mosque is widely regarded as being among the largest and most aesthetically pleasing mosques in the area. A second mosque was constructed at Nabagram, Manikganj, near Kaniz Fatema Girl's school, with the same goal of promoting societal harmony in mind.

# CSR ACTIVITY



Campus of Kaniz Fatema Girls' School & College



GROUP QA Mosque at Bhaluka, Mymensingh

**Figure 2: CSR Activity**

## **2.2 Objective of the report**

The following is a list of the study's goals in their entirety, as they are presented below:

### **2.2.1 Broad Objective**

To conduct research into the procedures used for hiring new employees at Abedin Equipment Limited.

### **2.2.2 Specific Objective**

The following is a list of some of the objectives that this report intends to accomplish, which are stated below:

- a) To become familiar with Abedin Equipment Limited.
- b) Examine the criteria used in Abedin Equipment Limited's hiring procedure.
- c) Learn about Abedin Equipment Limited's selection and hiring procedures so that potential issues may be avoided



d) Suggest changes to Abedin Equipment Limited's recruiting and selection procedures that might improve the quality of the employees they bring in.

## **2.3 Methodology of the Report**

The whole research project relied on interviews and observations made with Abedin Equipment Limited's staff and members. Several interviews, both official and casual, were undertaken for the purposes of this study.

### **2.3.1 Primary Data**

I interviewed employees of the company to get the information I needed for this report. I got most of the information I needed for this report by following the steps below:

1. A face-to-face talk about something important
2. Talking to people who work at Abedin Equipment Limited.
3. Direct observation of the current practices and operations of human resources in a private organization.

### **2.3.2 Secondary Data**

- Abedin Equipment Limited's official website.
- Newspapers, journals, yearly reports, and publications pertaining to the study's subject

## **2.4 Limitation of the Report**

Feedback from HR departments was used to create this report. Linked data may not be considered sufficiently private by certain workers. Time restrictions were also a concern as a result. Limited study time prevented the study of a larger sample. It was just a three-month contract for me. However, there is not enough time to undertake a complete and definitive inquiry. Due to a dearth of information, reasonable assumptions had to be made. That's why it's possible that the report has some scribbled-on mistakes. Even though I was hampered by a few factors, I tried my best to complete the report.

## **Chapter 3**

### **Literature Review**

#### **3.1 Human Resource Management**

The Human Resources department of a business must keep an eye out for any management decisions that might have an impact on the staff (Reddy, 2011). A great number of experts of academic have offered their own unique definitions of human resource management.

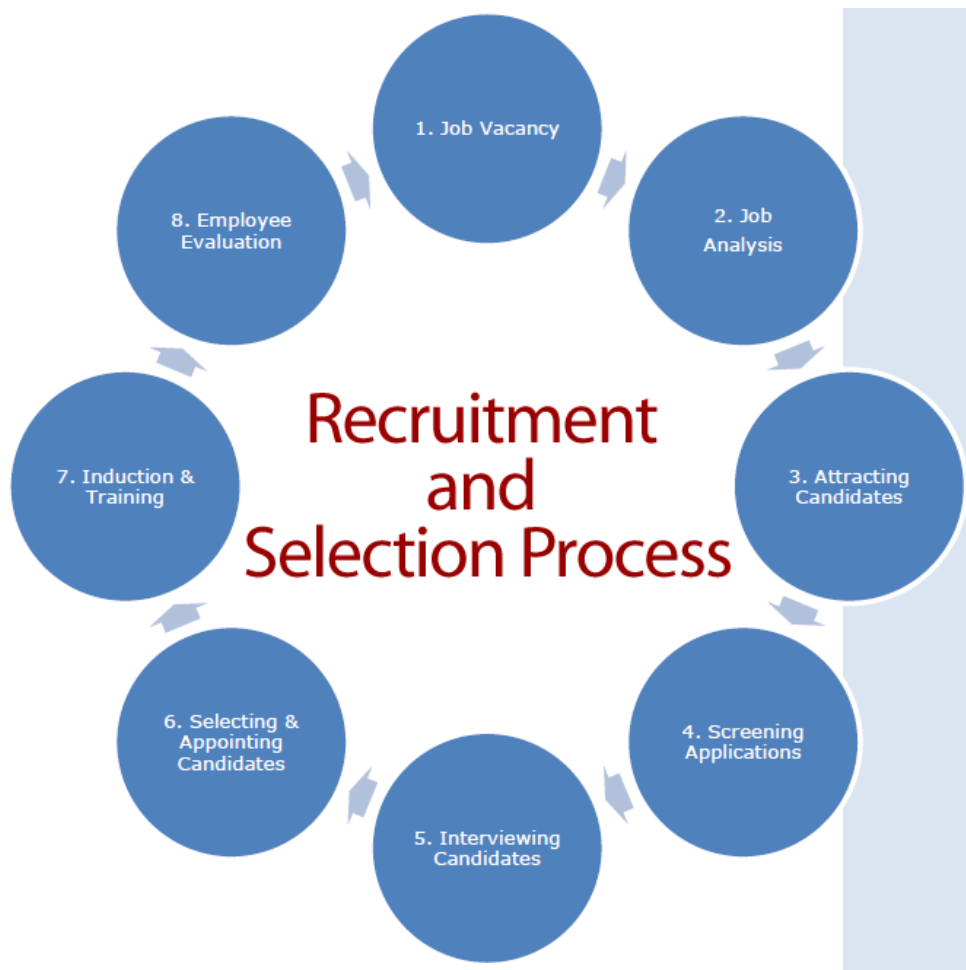
Human resource management (HRM) is defined as a set of policies and procedures used to enhance the working conditions of an organization's workers (Daud, 2006). Human resource management, as defined by (Juyal, 2006) and others, includes everything that has to do with an organization's workers (HRM).

There is evidence that HRM rules and procedures may influence employee actions (De Cieri, 2008). Human resource management (HRM) works to balance workers' needs with those of the company as a whole, so that everyone benefits (Ahmad, 2012). Human resource management (HRM) is defined by the Society for Human Resource Management (SHRM) as "the process through which an organization plans, executes, and assesses its efforts to successfully manage its most valuable resource: its personnel" (Burma, 2014).

#### **3.2 Recruitment and Selection Process**

What exactly does the process of recruitment include in a professional setting? What you need is a job description, a list of tasks, a list of qualifications for applicants, a strategy for discovering competent candidates, and, of course, the encouragement of people to apply for the position. Selection is sifting through applications to find qualified candidates, then interviewing those candidates, narrowing the pool down to a select few, and eventually selecting the most qualified candidate (Harness, 2019).

Recruitment and retention may be broken down into eight distinct steps, each of which aids in locating the best candidates for a certain position.



**Figure 3: Recruitment and Selection Process**

### **3.3 Recruitment and Selection Process in Private Sector Organization:**

Companies in the private sector often use informal methods to fill unfilled positions since managers and owners view the hiring and selection process as a private matter. The need for private businesses to post job opportunities publicly or to keep up with formal recruiting and selection processes to fill them has been effectively eliminated by legal mandates (Absar, 2014). When a position opens up, the company won't fill it unless absolutely required, and even then, they take their time evaluating potential employees. When employing new employees, business owners and managers sometimes put familiarity and loyalty ahead of skill and experience out of a sense of obligation to people closest to them (Chowdhury S. &, 2012). If they want to be successful, however, they will have to take into account the wishes of political leaders and other prominent groups. Failing to do so may result in difficulties in securing financing, obtaining appropriate approvals from governing authorities, maintaining the security

of company premises, and addressing other issues brought on by angry parties (Absar N. &, 2010 ).

When it comes to hiring executive jobs, most private companies prefer to hire from inside the family. As a result, the diagram shows how personal links and social networks play a role in shaping organizational processes including hiring, promoting, and distributing advantages. For highly specialized professions that cannot be filled by family and friends, private sector organizations will occasionally employ newspaper advertisements. In the private sector, personal contacts and social networks are given more weight than in public sector hiring (Khan, 2013). Most of the time, these CEOs avoid implementing any sort of official recruitment regulations because they fear for their own authority and control. In the private sector, management positions are often posted. Keep in mind that the primary purpose of these advertising is to promote the company's brand, not to find new employees.

Due to the high unemployment rate and the fierce competition for available jobs, upper-level management is more likely to give preference to those within their own social networks when filling vacancies and making promotions. Because of the large available pool of workers, most businesses have little trouble either recruiting or maintaining skilled workers. Rarely do highly skilled professionals leave their current jobs in search of greater salary and benefits. New entrants to a sector in a rising economy often rely on headhunters to locate qualified candidates for top-level management positions, while informal channels are used to discover suitable candidates. In Bangladesh, there are no regulations in place to ensure fair employment practices.

## Chapter 4

### HR Activities of Abedin Equipment Limited

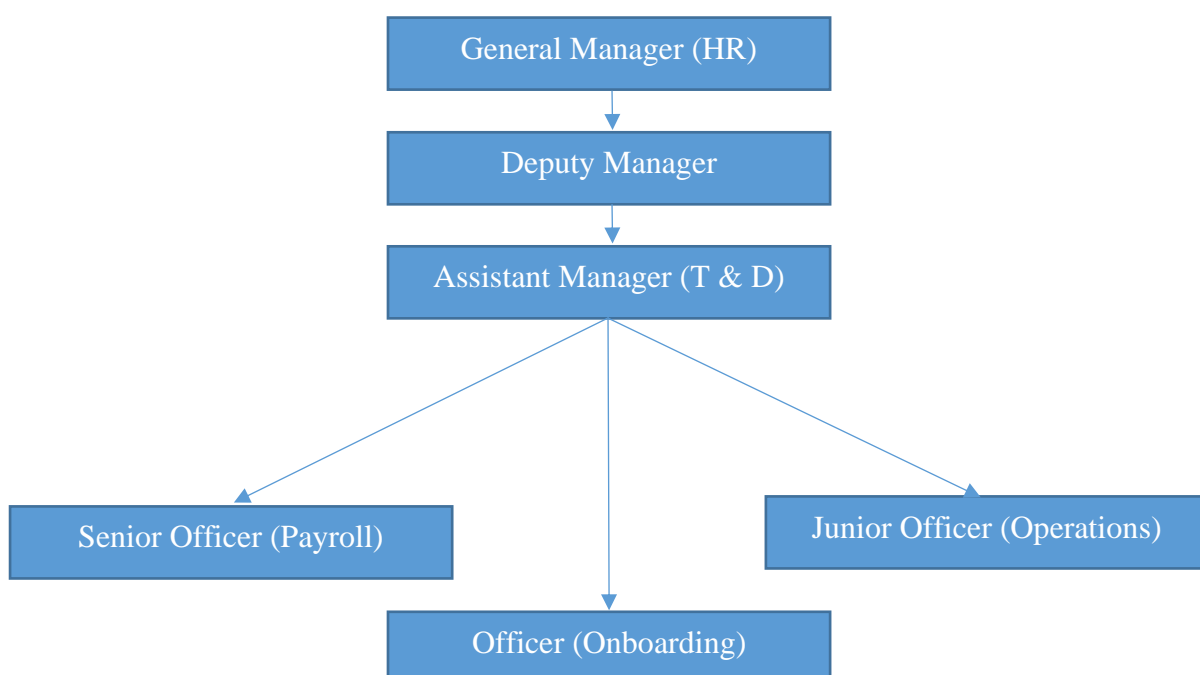
#### 4.1 Overview of HRD of AEL

Human resource management, in my opinion, is the department that contributes most to the overall success of a company. The primary responsibilities of human resources (HR) are crucial to the day-to-day operations of any firm. Human resources is one of the AEL's most productive and engaged departments. HR always plays a crucial role in the hiring process, selecting the applicant who is the best fit for the vacant job. Moreover, HR is accountable for increasing productivity by leveraging on employees' talents.

Workers are an organization's most significant asset. AEL regards its employees as an asset and compensates them accordingly to promote optimum performance. Human resources should always act as a conduit between other departments to enhance communication and cooperation inside a firm, in my view.

The HR manager at AEL is the most qualified individual to lead the Human Resources department, and he does it with remarkable success. He is one of the most experienced Human Resources team members of AEL. He is an authority on all matters pertaining to personnel and the inner workings of the company.

##### 4.1.1 Hierarchy of HRD at AEL



**Figure 4: Hierarchy of HRD at AEL**

## **4.1.2 Function and Activities of HRD**

The Human Resources section of Abedin Equipment Limited is responsible for carrying out the following critical HR activities:

### **i) HR Planning & Staffing**

When it comes to human resources (HR) planning and staffing, the HR department plays a crucial role in the company, both in terms of preparing for the organization's goals and coming up with unique, creative methods for boosting employee engagement. Women's Day, May Day, and other holidays and festivals such as Bengali New Year and national days are among the many activities organised by this group for the business.

However, AEL's HR department employs limited technology for HR planning and personnel. In my opinion, strong HRP and personnel plan would help them foresee the future. The personnel plan and forecast will indicate how many staff AEL will need for the whole year. In order to conduct strategic planning for their human resources and demand/supply forecasting, it is crucial that they have a human resources department that is both thorough and more technically oriented.

### **ii) Recruitment & Selection**

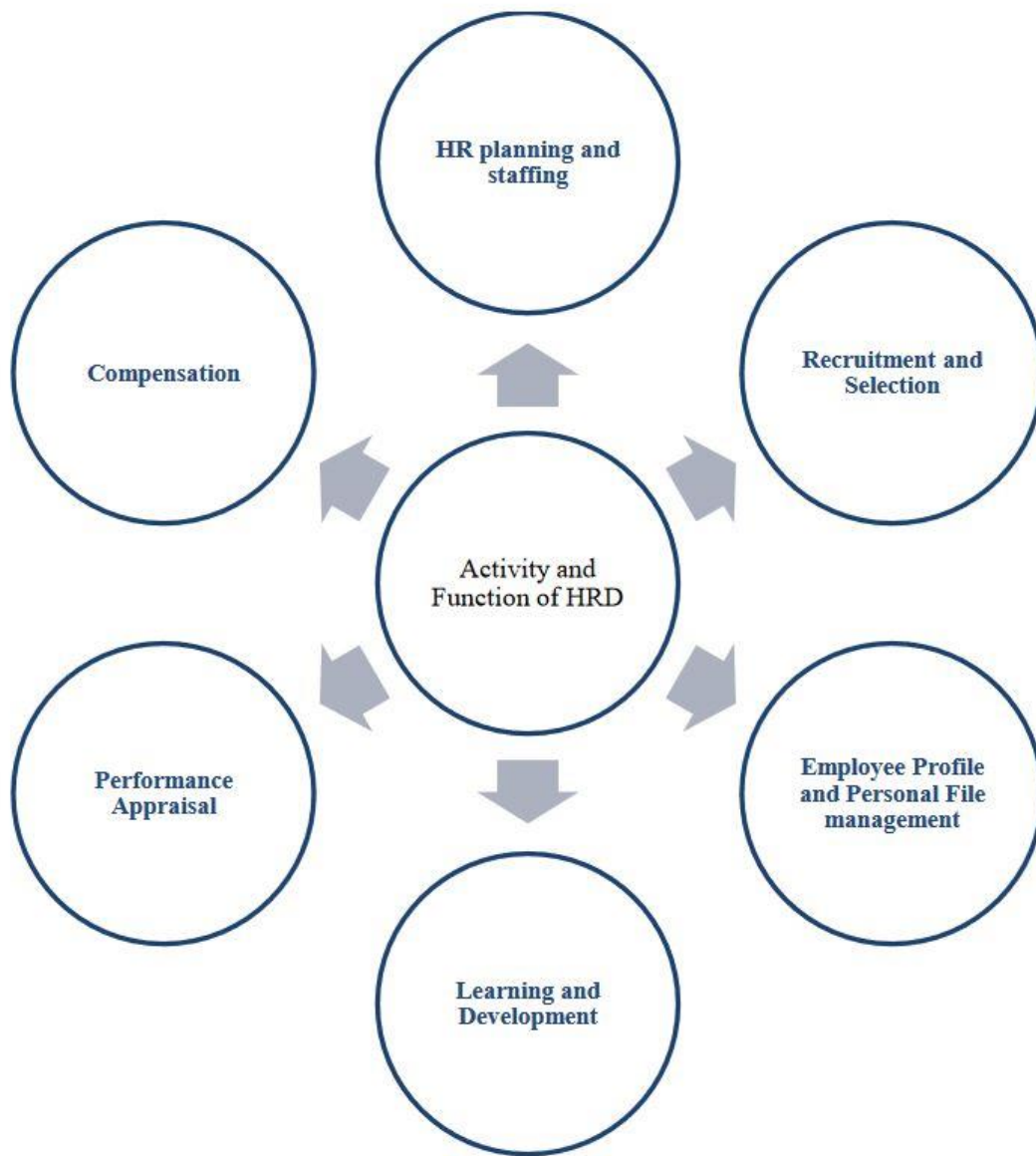
The general manager and assistant HR manager are responsible for this within the HR staff. Human Resources is responsible for recruiting new staff, which is an essential duty for any firm. Depending on the employee's rank, a separate method for recruitment and selection may be employed. There were employees who were obliged to take a written examination as well as those who were not. Every candidate, whether for a junior or senior officer job, is required to pass a written and computerized examination. Since Abedin Equipment Limited places a premium on honesty and transparency, the firm has a rigorous employment procedure and a fair policy in place. As a result of an arrangement with BD Jobs.com, Abedin Equipment Limited use the website to post open vacancies. The initial step in any recruitment procedure is collecting resumes from qualified candidates. A shortlist of qualified candidates is then compiled and invited for further consideration. If they do well enough on the examinations, the HR department will invite the candidate to an interview. Abedin Equipment Limited only recruits when a job becomes available or an employee quits the company.

When AEL tries to attract individuals from other sources, such as internet advertisements, the corporation is expected to be open and clear about its efforts. In addition, they must give candidates with information on the salary range, perks, and any other criteria related to the employment.

### **iii) Employee Profile and Personal File Management**

Always create a new file anytime Abedin Equipment Limited accepts a new employee; this file may include all current information on the new employee. Prior to the processing of a candidate's application for a position as a new employee at Abedin Equipment Limited, he or she will be required to furnish the company with a number of various documents. During my internship at Abedin Equipment Limited, I was responsible for handling hundreds of files, and I reviewed around 15 of them for professional reasons, so I was able to see personally how extensively the company collects and utilizes data.

During my internship, I discovered that several employee profile records are maintained and saved on paper, which is time-consuming and expensive. In this circumstance, the HRD of AEL may use a modern HRIS system.



**Figure 5: Activity & Functions of HRD**

#### **iv) Training & Career Development**

Abedin Equipment Limited's Human Resources department is responsible for planning and assisting the training of all workers, including its own. At Abedin Equipment Limited, the human resources division handles the SHINE program. Staff employees are exposed to and encouraged to embrace components of the Abedin Equipment Limited culture over the course of six months. Due to the fact that new hires become full-time employees after the first six-month probationary period, they are eligible for this program.



Nonetheless, I discovered that AEL's management may not take prompt action in response to training and development-related concerns or unfavorable comments. Even when assessing and providing feedback on employee performance in a rigorous manner, communication gaps between trainers and trainees are often identified, which may have a detrimental impact on the employee's overall performance.

#### **v) Performance Appraisal**

The HR department is responsible for conducting yearly performance evaluations, which are essential to the success of any organization. At the beginning of the New Year, department leaders across the business collaborate to develop achievable goals for their teams to accomplish over the following 12 months. The HR department then examines the validity of the goals. Employees get increases at the end of the year depending on the information presented in their yearly assessments after keeping track of their performance throughout the year. The performance review categorizes employee behaviors as either surpassing, meeting, or requiring improvement. They are compensated depending on their performance.

In my experience, I've seen that the organization's raters may sometimes be prejudiced in their evaluations of employee performance. The HR manager may decrease the influence of recency bias by instituting regular check-ins with employees to obtain feedback on overall performance statistics. They must solicit feedback from their peers in order for him to assess their degree of performance.

#### **vi) Compensation**

All permanent workers of Abedin Equipment Limited are entitled to this compensation and benefit package in accordance with the Labor Law of Bangladesh 2006. ABEDIN EQUIPMENT LIMITED in Bangladesh is quite conscientious when it comes to adhering to regulations and being in compliance with the law. I assumed that nobody else but the human resources staff would need to be familiar with Bangladeshi labor standards since copies of the law were sitting on the desks of every member of that department.

Abedin Equipment Limited provides several benefits to its employees according on their position within the company. An employee is entitled to payment for all out-of-pocket costs incurred while doing company business, no matter how little. Abedin Equipment Limited also provides claim forms for customers. Abedin Equipment Limited recognizes that it's female

employees come from all across Dhaka, and that they must travel considerable distances to go to work. As a result, the firm offers special perks to its female employees. They are provided the monthly transportation price and have the option to file a reimbursement claim to HR, which, if accepted, would result in a cheque being sent to the employee from Finance.

My observations have led me to conclude that the current compensation structure is satisfactory for certain of the organization's staff members. Not all workers are paid as much as they should be. However, some employees get bonuses and other perks while others are left out in the cold. It is crucial for businesses to develop their own KPI measuring models that are tied to succession planning, objectives, and company performance in order to ensure that pay policies are consistently fair and competitive.

## Chapter 5

### Analysis and Findings

#### 5.1 Recruitment and Selection Process of Abedin Equipment Ltd

Abedin Equipment Limited's human resources department is collaborating with the AGM and team of recruitment department to meet the company's overall staffing needs. They use a number of methods intended to boost HR efficiency. The next stage for a company after anticipating its future human resource needs is to locate prospective sources from which those needs may be satisfied. Because of this, it's important to assess whether or not there are sufficient personnel, the right kind of personnel, and enough qualified personnel to fill any open jobs. Thus, the acquisition strategy is part of supply analysis, along with who, where, how, and when of recruitment.

There is never a surplus of available human resources at Abedin Equipment Limited. They frequently do not have sufficient human resources personnel for sales and marketing department within the company to meet the requirements of their workforce, which results in a shortfall.

$$\text{HR Deficit} = \text{HR Demand} > \text{HR Internal Supply}$$

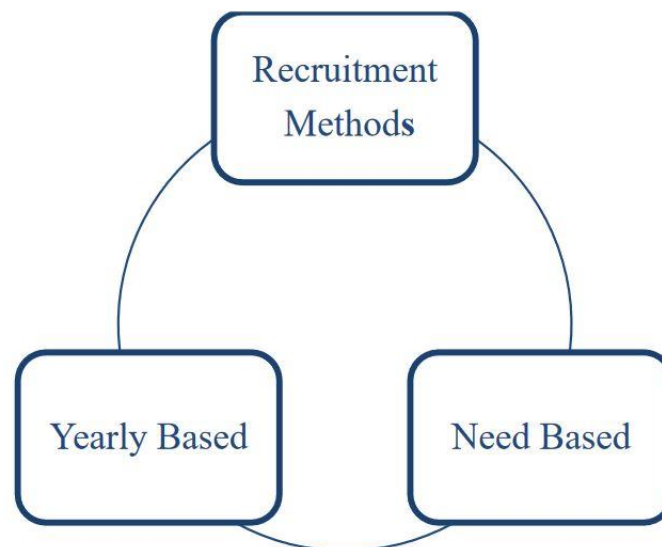
Further, Abedin Equipment Limited will conduct a hiring and selection process to reduce the HR staffing deficit.

#### 5.2 Approach of Recruitment System for Sales and Marketing at AEL

At the beginning of each year, Abedin Equipment Limited's HR department typically distributes a consistent format to all of the other divisions in order to estimate workforce demands. Human Resources at each Abedin Equipment Limited location and any other relevant units. This information is used by the Human Resources Manager of Abedin Equipment Limited to make predictions about the level of employment activity expected in the next year. To the best of our knowledge, Abedin Equipment Limited does not use any kind of strategic workforce planning. Abedin Equipment Limited's HR policy prioritizes the hiring and retention of skilled individuals. The organization would want to hire people who aren't only capable of doing the jobs they're looking for, but who also have a strong desire to remain with the company for the foreseeable future.

### 5.3 Types of Recruitment at AEL

Abedin Equipment Limited's Human Resources department, like the rest of the company, uses one of two hiring processes. Both internal and external candidate sources are used in these strategies.



**Figure 6: Types of Recruitment System at AEL**

- Annually, in line with the HR plan, we conduct a full-scale search for new team members.
- Every time an unforeseen opening arises, the process is handled out in accordance with need-based recruiting.

## 5.4 Methods and Sources of Recruitment

The Human Resources team will have more success in its hiring efforts if it follows the company's annual human resources strategic plan. It's likely, though, that the organization's various units will be tasked with compiling the profiles of qualified applicants on their own. Hiring for entry-level roles will be dependent on performance. Thus, it is important to coordinate campus recruiting activities with the placement seasons of the respective educational institutions. Abedin Equipment Limited's Human Resources department may select a group of schools from which to hire HR specialists based on the provided programs, the applicant pools' histories, and the company's current employment needs.

External sources

- On campus recruitment
- Employee Referrals
- List of applicants through AEL customer

Abedin Equipment Limited's Human Resources Department will consider a variety of aspects, including the following before making a hiring choice for the sales and marketing position:

- The available pool of potential candidate
- Requirement of times

And the external methods of recruitment for HR department are:

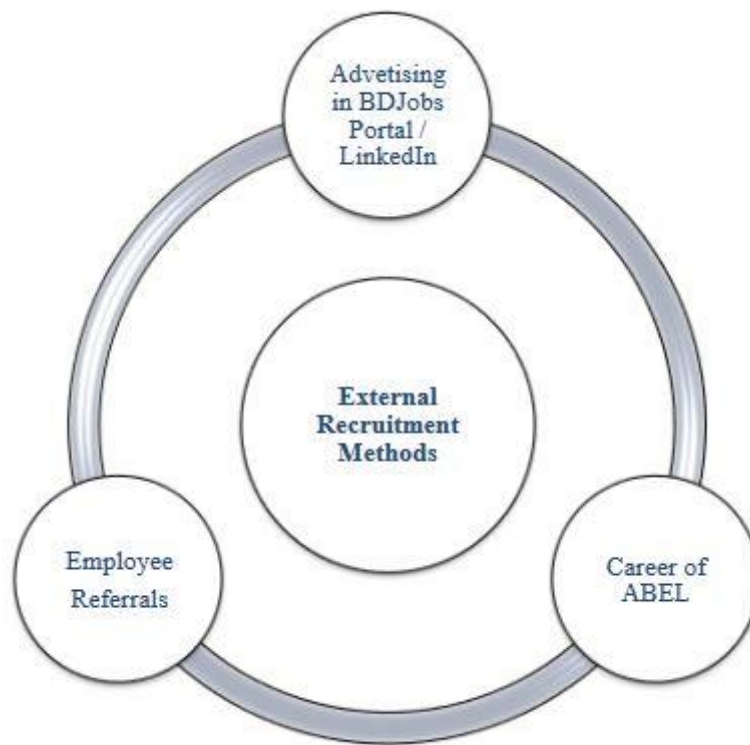


Figure 7: Sources of Recruitment

### 5.5 Requirements for the Candidates of Sales and Marketing Position

The number of qualified applications received by Abedin Equipment Limited's Human Resources office for the sales and marketing officer position must be entered. Recent grads are welcome to apply, but we also want to find people who have relevant work experience. Applicants for entry-level positions at Abedin Equipment Limited are expected to meet the company's minimum standards. Junior Officer (Entry-Level) Sales and Marketing Position Summary: Abedin Equipment Limited prefers to hire recent BSc graduates who have been found through the company's external recruitment methods (such as the BDJobs Portal or LinkedIn) or through employee referrals.

Abedin Equipment Limited places a premium on candidates with a bachelor's degree in agricultural engineering, a bachelor's degree in business administration (BBA) in marketing, or a bachelor's degree in business studies (BBS) in marketing from a public or private university, and no more than five years of relevant work experience. Additionally, applicants should have prior work experience in the following industries: agro-based (including agro processing/seed/GM), automotive, beverage, engineering, industrial machinery (generator, diesel engine, etc.), fast-moving consumer goods (FMCG), and vehicle body manufacturing.

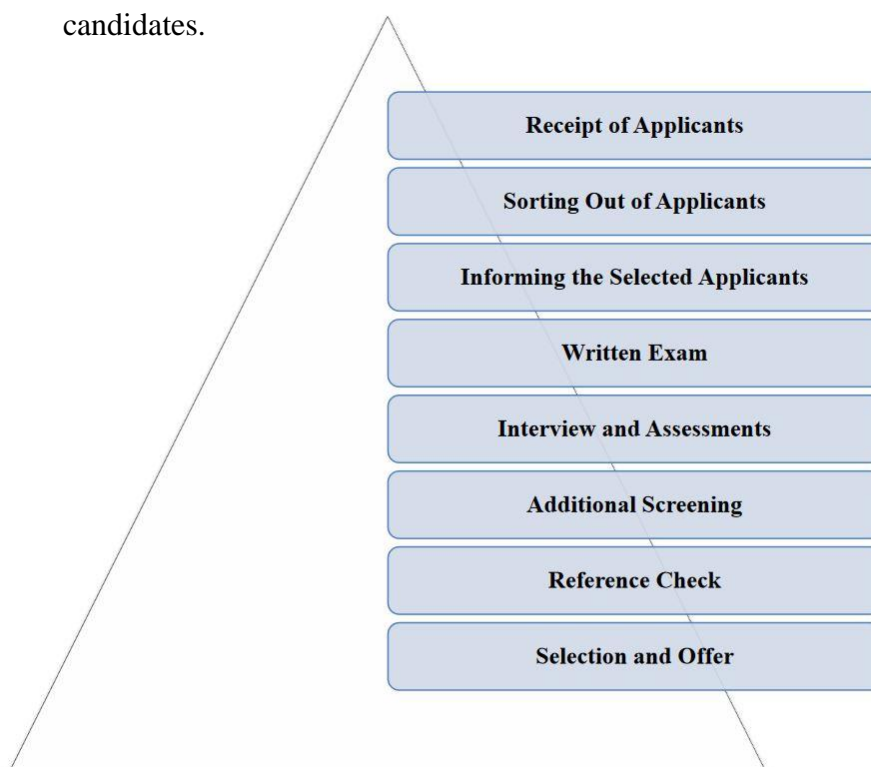
#### Additional Requirements:

- Age 25 to 32 years
- only males are allowed to apply
- Good interpersonal skill.
- Must be self driven and possess good work ethics.
- Ability to write monthly and quarterly reports.
- Must be a good team member.
- Must be persuasive and ready to do a lot of legwork
- Skilled in MS Office Suite.
- Must have valid Motorcycle License.

### 5.6 Approach of Selection Process for Sales and Marketing Position

Abedin Equipment Limited has designed a recruiting procedure to help them find and hire workers who are not just qualified but also enthusiastic, competent, and trustworthy. The applicant's qualifications, experience, and drive all play a role in the final decision.

Abedin Equipment Limited is dedicated to protecting the privacy and impartiality of all job candidates. Abedin Equipment Limited has developed a hiring procedure that allows them to find and hire workers who are not only qualified but also enthusiastic, competent, and trustworthy. The applicant's qualifications, experience, and drive are all considered. Abedin Equipment Limited is dedicated to protecting the privacy and fair treatment of all job candidates.



**Figure 8: Selection process of  
Abedin Equipment**

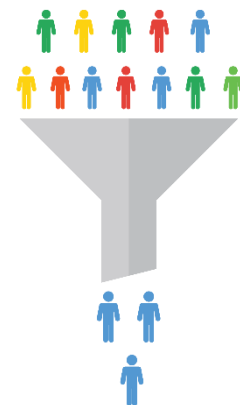
### **i) Receipt of Applicant**

This is the first step towards being hired by Abedin Equipment Limited in Bangladesh; interested parties should react to any job openings by uploading their CVs and covering letters to the company's HR website. Human Resources Assistant Manager (HRD) at Abedin Equipment Limited is responsible for collecting applications for HR department openings (recruitment). At least three weeks (BDJobs.com or AEL's Career website) are allotted for potential employees to react to job postings on online portals. The application period for each open position will be deemed to have ended after the specified time period has elapsed (including, but not limited to, the time required for: Receipt of Applicants Sorting Out of Applicants Informing the Selected Applicants Written Exam Interview and Assessments Additional Screening Reference Check Selection and Offer). Applicants must now use a web-based application form to submit their resumes and cover letters.



### **ii) Sorting Out of Applicants**

Abedin Equipment Limited's human resources director will now choose from among the applicants. Human Resources might save time by delegating this to the relevant departments (for which the selection is being made). There may be a need to consider applications from an out-of-the-ordinary applicant pool in order to fill open positions. Alternatively, the organization might go outside to find suitably skilled and experienced workers.





### iii) Written Test

When suitable candidates are found, they are contacted and asked to take a written exam in the company's office or at a mutually convenient time and place, such as online. The Human Resources Director at ABEL solely cares about the candidates' writing abilities while evaluating them on paper. Questions relating to sales and marketing are created for the sales officer post.



### iv) Informing Selected Applicant

After applications have been reviewed and a shortlist has been created, interviews and/or assessments with candidates are organized. If the hiring team believes a candidate's background is a suitable fit for the opportunities, they are currently advertising, they will get in touch with them. The next step is to schedule in-person or virtual interviews with the business.



### v) Interview & Assessment

The AGM, and occasionally the GM, and an assistant manager, conduct the interviews. For many open positions, a single interview is all that's required to land the job. When hiring a new employee, it is customary to have only one interview with them. However, it may take a large number of meetings with prospective candidates before finding suitable human resources experts. Some employers use tests to get a better feel for a candidate's character, intelligence, and skill set before hiring them.



Depending on the nature of the position they're trying to fill and their own preferences, they may ask the remaining candidates to take a short psychometric test.

During these interviews, candidates will learn more about the duties of the role, their potential supervisor, ABEL's culture, and the office atmosphere.

#### **vi) Additional Screening**

Depending on the job, medical examinations and drug tests may also be required.

#### **vii) Reference Check**

To determine an applicant's aptitude, skills, and work ethic in the past, AEL will first obtain permission from the candidate and then contact their references.

#### **viii) Selection and Offer**

The selection committee of Abedin Equipment Limited will assess which applicant is the most competent to fill the role. After it has been established which applicants are the best fit for the role, a member of the HR department will email them a job offer.

If a candidate's application is failed, the outcome will be communicated to them. Abedin Equipment Limited may provide them possibilities that are a better match for their abilities and expertise in the future. If this is the case, they will contact them, but they advise them to keep a look out for available employment in the meanwhile.



## 5.7 Findings

The culture at Abedin Equipment Limited is really reassuring; not only are individuals polite and thoughtful towards one another, but they are also extremely pleasant. In addition to this, I've seen the following deficiencies that can be addressed:

1. Candidates who submitted their applications months ago and have just received a job offer from another company have occasionally voiced reluctance to participate in phone-invitation interviews owing to the organization's lengthy recruiting and selection procedure. In addition, HRD workers are not consistently and appropriately checking their work-related email accounts.
2. Some candidates were hesitant about working beyond the Dhaka metropolitan region. Initially, they are excited and willing to attend the interview panel at any place in Bangladesh, but when they report back to the supervisor or HR manager of Abedin Equipment, they appear disinterested.
3. Working in the HRD sector of recruitment, I have witnessed hundreds of applicants since the position's inception. However, the administration was unable to offer adequate room or seating arrangements.
4. To reach individual goals, they are turning toward a quantitative rather than a qualitative focus, and this is one of the reasons why some inexperienced workers will not be able to handle the increasing job pressure.
5. A computer might make it easier to complete tedious manual chores, such as lengthy personal history questionnaires. Applicants could fill them out at their leisure at home, and the organization could save resources by printing them in quantity. Unfortunately, the manual HRM Software solution I was using caused my project to take longer than it should have. Some instructions were not processed properly, and some error codes appeared during the data update process, so I had to reenter all of the information from scratch. This delayed the completion of my project significantly.

## Chapter 6

### Recommendation & Conclusion

#### 6.1 Recommendation

The HR coordinator at Abedin Equipment Limited might take the following measures to improve the recruiting and selection process:

- i) The HR director should routinely check the Job career email boxes in order to save time and find qualified candidates.
- ii) The HR Operations must increase its workforce in order to reduce workplace stress. since the HR Operations team consists of only 2 individuals. It will be simpler for them to carry out their responsibilities with better agility if they grow their workforce by two additional employees in the HR Operations team.
- iii) Employees need greater flexibility in their daily work schedules. Because, in my opinion, when a company expects an employee to be at work within a specific time, the employee also considers leaving the workplace on time. Employee dissatisfaction is undoubtedly a result of this practice.
- iv) To keep employees engaged and give them a burst of energy during the workday, they could offer refreshments or leisure areas in the workplace.
- v) Some tasks could be automated by computer to save time and cut down on mistakes. Candidates' background information, for instance, might be collected in advance of the interview day if submitted online. In addition, the recruitment process can be sped up significantly if the proper measures are made to produce more innovative HRIS software.

## 6.2 Conclusion

The ultimate purpose of human resource management (HRM) is to meet the requirements of all workers in a business for optimal performance and quality of work. As a result, the initial stage in HR management—hiring—satisfies both the needs of the company and its workers.

Employees are the most valuable resource for a company's growth, according to the "Recruitment and Selection Procedure of Abedin Equipment Limited" study and the company's Annual General Meeting for the sales position. There are several things to think about when producing these necessities. There has to be consideration of the "Recruitment and Selection Process" in this case. Improving a company's output calls for a flexible and effective hiring procedure. When it comes to hiring new employees, Abedin Equipment Limited takes a creative tack. Staff members in the HR department of Abedin Equipment Limited are now expected to go above and beyond the requirements of their contracts and policies in order to have a real impact on the company's day-to-day operations and future growth.

Human resources' focus on staffing helps guarantee that the business has enough competent people to meet its future needs. Human resource management at work may be enhanced by learning from the report's analysis of current methods, both successful and ineffective, and implementing those changes. Following the advice in this paper, the hotel should be in a better position to turn the threats provided by Abedin Equipment Limited into profitable possibilities.

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## Appendix

### Job Circular of Abedin Equipment Limited





আম্র ও নিষ্ঠরসর প্রসীক

## নিয়োগ বিজ্ঞপ্তি

আবেদিন ইকুইপমেন্ট লিমিটেড অত্যন্ত সুনামের সাথে সমগ্র দেশব্যাপী বিশ্বখ্যাত **CASE III** ব্র্যান্ডের কিউএ ট্রাক্টর বাজারজাত করছে। কিউএ ট্রাক্টর-এর ক্রমবর্ধমান চাহিদার প্রেক্ষিতে এবং গ্রাহকদের উচ্চমানের বিক্রয়সত্তর সেবা প্রদানের লক্ষ্যে কোম্পানির শাখা অফিসসমূহে (ঢাকার বাহিরে) কাজের জন্য নিম্নোক্ত পদে অতিসত্তর লোক নিয়োগ করা হবে। প্রয়োজনীয় শিক্ষাগত ও পেশাগত যোগ্যতা নিম্নে উল্লেখ করা হল :

পদের নাম	শিক্ষাগত যোগ্যতা	বয়স	অভিজ্ঞতা	কাজের ধরন
সেল্‌স অফিসার	যেকোনো বিষয়ে স্নাতক/স্নাতকোত্তর/ডিপ্রোমা ইঞ্জিনিয়ার	২২-৩৫ বৎসর	ট্রাক্টর/কমার্শিয়াল ডিহিক্যাল বিপণনে ২ বছরের অভিজ্ঞতা	বিক্রয় ও আদায়সহ টেরিটরির যাবতীয় কার্যক্রম পরিচালনা
এক্সিকিউটিভ (রিকভারি)	ন্যূনতম এইচ এস সি পাস	৩০-৪০ বৎসর	অবসরপ্রাপ্ত সেনা, নৌ অথবা বিমান বাহিনীর সদস্য যারা গ্র্যাব-এর মাঠ পর্যায়ে কাজ করেছেন। এনজিও কর্মীদের অগ্রাধিকার দেয়া হবে	বকেয়া আদায় সংক্রান্ত যাবতীয় কার্যক্রম
সার্ভিস ইঞ্জিনিয়ার	ডিপ্রোমা-ইন-অটোমোবিল/মেকানিক্যাল/পাওয়ার	২০-৩০ বৎসর	ট্রাক্টর কোম্পানিতে ন্যূনতম ৩ বছরের অভিজ্ঞতা	বিক্রয়সত্তর সেবা কার্যক্রম পরিচালনা
ম্যানেজমেন্ট ট্রেইনি (এ্যাকাউন্টস)	হিসাব বিজ্ঞানে অনার্স/মাস্টার্স	২২-৩০ বৎসর	প্রয়োজন নাই	শাখা অফিসের সকল প্রকার হিসাব সংক্রান্ত কাজ করা
স্টোর কিপার	ন্যূনতম ডিপ্রোমা/দ্বাদশ/ভোকেশনাল	১৮-৩০ বৎসর	প্রয়োজন নাই	সকল প্রকার পাউস্‌সহ অন্যান্য স্টোর সংরক্ষণ ও সরবরাহ
ট্রেইনি অফিসার (সাপ্লাই চেইন)	বিএসসি-ইন-আইপিই	২২-২৮ বৎসর	প্রয়োজন নাই	ডিস্ট্রিবিউশন এবং সাপ্লাই চেইন প্ল্যানিং ও মনিটরিং সংক্রান্ত যাবতীয় কার্যক্রম পরিচালনা

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