

# Executive Summary

This is the internship report based on the three month long internship program that I had successfully completed in BRAC Bank Limited under Human Resource Division from 03.05.2010 to 29.07.2010 as a requirement of my BBA program on Department of Business Studies, BRAC University. As being completely new to practical, corporate world setting, every hour spent in the HRD gave me some amount of experience all the time all of which cannot be explained in words. But nevertheless, they were all useful for my career.

This report includes how an HR Department works, what are the possible divisions and work distribution in an HRD, recruitment process, training and development initiatives, how to keep employees motivated as well as how to control insubordinations, compensation and benefits planning, how to lead etc.

I have worked in Human Resource Division of BRAC Bank Limited with almost all the wings of HR like Recruitment, Learning & Organization Development (Training), Compensation, Pay and Benefits and HR Administration.

BRAC Bank has a rich Human Resource Department. It maintains the organizational responsibilities successfully. The HR team of BRAC Bank is completely organized and well reputed team.

First six weeks of my internship program on Human Resource Division I have worked with the full support of recruitment wing and the next three weeks I worked with the training wing then the next two weeks I got attached with the Payroll wing and the last one week I worked with the Administration wing.

I have worked with different types of recruitment procedure of BRAC Bank Limited. Within my three months internship around 424 regular employees and 419 contractual employees are recruited in regular basis in BRAC Bank Limited in different procedure

and system. I have also assisted the recruitment team in doing other works like joining workers, updating CVS etc.

In Training wing I have mainly assisted the training team in updating the personal files of regular employees with the number of trainings that they have done in 2010. I have assisted the compensation, pay and benefit team in order to process their final settlement data and the administration team in processing of leave of the employees.

My personal views about the HRD, my value addition to the HRD are also included in the report. With limited knowledge and experience I tried my best to make this report as much understandable as possible and translated the real world experience into a document. The various boundaries to process improvement and maintaining ethical standards in a corporate environment have also been experienced. But even so, how those policies and practices are In-Line with the corporate strategy are discussed in this report.

Before drawing any conclusion based on this report it may be noted that the report was prepared in a very short term and there is lack in data. But still the report may be useful for designing any further study to evaluate the HR facilities provided by the banks.