

This is the internship report based on the three months long internship program that I had successfully completed in BRAC Bank Limited under Human Resource Division from 06.01.2013 to 04.04.2013 as a requirement of my BBA program on Department of BRAC Business School, BRAC University. BRAC Bank is a fully operational Commercial Bank started its journey on July 04, 2001. It is an affiliate of BRAC (Bangladesh Rural Advancement Committee), one of the world's largest nongovernmental development organizations founded by Sir Fazle Hasan Abed in 1972. The Bank strives towards a poverty-free, enlightened Bangladesh. 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.

The topic mainly covers the Human Resource Division, Recruitment process of BBL, MTO's Recruitment and Retention, Training programs for MTOs, MTO's Training Evolution Process and MTO's career progress at BRAC Bank Limited. I had the opportunity to join the recruitment procedure of Management Trainee Officer (MTO) which is a grand recruitment process in BBL. 14,865 CVs are collected, among them 960 CVs are short listed for the interview session. 8 MTOs are recruited at that time. After the recruitment of Management Trainee Officer I have worked on entering the records of the final selected candidates and process of their joining in our organization.

BRAC Bank started their first MTO program at 2005. They arrange this MTO program once in a year according to their organizational need. In 2013, they completed their 11th batch MTO recruitment process. They consider that MTOs are the future leaders of their organization. BRAC Bank look for ambitious, smart, goal-oriented and enthusiastic individuals for the MTO position because BRAC Bank is not a place where transactions occur; it is a place where potentials are realized. MTOs are the valuable asset for their organization. MTOs are more capable of performing every task of the bank rather than normal employees because bank gives them extra care. BRAC Bank exploits a huge number of budgets for their MTO program. . The MTO's are regular employee but they have to learn as a student inside BRAC Bank for the period of one year. After one year if they can complete their learning period successfully they will become a senior officer directly from the MTO. BRAC Bank intends to invest time on their training and assessment during their initial 12 months with the bank. With this view, each management trainee is to be allocated a Mentor who will sit with the MTOs on a regular basis to follow up on their progress and help them set a goal for the key purpose of development. Total 157 MTOs were recruited from 2005 to 2013. Out of 157 MTOs currently 85 MTOs are working with BRAC Bank. So the percentage of Retention is 54%. BRAC Bank is a place where one can easily make their successful career in a short time.

I have worked in Human Resource Division of BRAC Bank Limited .The data provided by me are accurate or approximate in number. Three months of my internship program on Human Resource Division I have worked with the full support of recruitment wing and so others. I had the opportunity to complete the MTO Recruitment project of Recruitment Team. On the other hand I had to conducting interviews, calling interview candidates, preparing files of newly joined employees, preparing joining packages, responding to inquiries or requests for information and so on. I also worked with other types of recruitment procedure of BRAC Bank Limited. Within my three months internship around 110 employees are recruited in regular basis

in BRAC Bank Limited in different procedure and system.

Three months practical experience at BRAC Bank Ltd. helps me to learn more about the practical situation of a human resources department. . 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. 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.