

Internship Report

Recruitment and Selection Process of SQUARE Toiletries Ltd.



Internship Report on
Recruitment and Selection Process of SQUARE Toiletries Ltd. (STL)

BUS-400

Spring 2015

Prepared For:

Mr. Arif Ghani

Lecturer-II

BRAC Business School

BRAC University

Prepared by:

Najifa Anjum

ID: 09204099

BRAC Business School

Date of Submission

June 30, 2015



BRAC University

LETTER OF TRANSMITTAL

June 30, 2015

Mr. Arif Ghani

Lecturer-II

BRAC Business School

BRAC University

Subject: Submission of Internship Report

Sir,

I am hereby submitting my Internship Report, which is a part of the BBA Program curriculum. It is great achievement to work under your active supervision. This report is based on, "Recruitment and Selection Process of SQUARE Toiletries Limited". I have got the opportunity to work in SQUARE Toiletries Limited in "Human Resource Department" under Recruitment and Selection Division for fourteen weeks, under the supervision of **Ms. Monami Haque**, AGM of STL, Human Resource Department.

This project gave me both academic and practical exposures. First of all I learned about the organizational culture of a prominent Toiletries industry of the country. Secondly, the project gave me the opportunity to develop a network with the 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

Najifa Anjum

ID: 09204099

BRAC Business School

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 University Advisor **Mr. Arif Ghani**, Lecturer-II, BBS of BRAC University for his whole-hearted supervision during my organizational attachment period. I am also grateful to **Ms. Monami Haque**, 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 BBS and OCSAR of BRAC University 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 Mr. Eakub Ali, Executive, STL, Mr. Md. Shahnur Rajib, Executive STL, Mr. Masudur Rahman, Executive STL and Mr. Hasan Mir, Sr. Office Assistant STL for helping me in furnishing the report. Moreover, I would also like to express my gratitude to my SQUARE Toiletries Ltd 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 a lot of things.