Sonargaon University (SU)

Dhaka, Bangladesh.

Internship Report
On
Human Resource Management Practices in Bangladesh: A Case Study on Exim Bank Ltd.

Submitted by:

Azmari Rahman Pushpo

ID: BBA1901016102

Program: Bachelor of Business Administration (BBA)

Major: Human Resource Management (HRM)

Semester: Fall-2022

Submitted to:

Department of Business Administration

Sonargaon University (SU)

Dhaka-1215.

Date of Submission:

Date: 12th January, 2023

Sonargaon University (SU)

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ID: BBA1901016102

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Submitted to:

Md. Rasel Hawlader
Lecturer

Department of Business Administration
Sonargaon University (SU)

Date of Submission:
Date: 12th January, 2023

Letter of Transmittal

To

Md. Rasel Hawlader
Lecturer
Department of Business Administration
Sonargaon University (SU)

Subject: Submission of Internship Report on "**Human Resource Management Practices in Bangladesh: A Case Study on Exim Bank Ltd."**

Dear Sir,

This is a great pleasure to submit the Internship Report on "**Human Resource Management Practices in Bangladesh: A Case Study on Exim Bank Ltd."** as a Chapterial requirement for the fulfillment of my BBA Course under the Department of Business Administration of the Sonargaon University (SU).

I have given due efforts to make this Internship Report as fruitful one and to make it as informative as possible. I hope that this paper will not be the formality of academic course completion rather it will be a source of information for other purpose on this topic.

Yours sincerely

Azmari Rahman Pushpo
ID: BBA1901016102
Department of Business Administration
Sonargaon University (SU)

Declaration

I do hereby declare that the Internship Report Title **Human Resource Management Practices in Bangladesh: A Case Study on Exim Bank Ltd."** prepared solely by me and which has been submitted to the Department of Business Administration, Sonargaon University (SU) for achieving the BBA Degree. This is an original work of nine. No Chapter of this research, in any way of or in from, has been submitted to any University or Institution for any Degree, Diploma or for other similar purposes.

Countersigned Signature

……

Md. Rasel Hawlader
Supervisor
Lecturer
Department of Business Administration
Sonargaonn University

……

Azmari Rahman Pushpo
Candidate
BBA Program
Department of Business Administration
Sonargaon University

Supervisor Certificate

This is to certify that the work presented in this Internship Report is based on the work, carried out by the author herself under my supervision in Department of Business Administration, Sonargaon University (SU).

It is also certifying that the work presented here is original and suitable for submission as the style and contents, for fulfillment of BBA Program.

Md. Rasel Hawlader
Lecturer
Department of Business Administration
Sonargaon University (SU)

Acknowledgement

In the name of Allah, the Beneficent, the Merciful

Praise by Allah & thanks to Allah for patronizing me to finish this Internship Report. I am very happy to finish it. It is a great Research of my life. It is a long cherished hope of my life to become a great lawyer. That's why I have admitted in the Department of Business Administration in Sonargaon University (SU) to fulfill my dream. But through my whole study life in this field, I did not get much more opportunities to examine and show my knowledge and skill in this wide field. Lastly I have got a great chance to make my study meaningful when I got the chance to prepare a Internship Report on **Human Resource Management Practices in Bangladesh: A Case Study on Exim Bank Ltd.**

I acknowledge my grateful to respected course teacher **Md. Rasel Hawlader** for instructing me how to prepare a Internship Report and his famous Books lectures on this subject help me to complete my task sincerely.

I am also thankful to my classmate as they help me to complete the Internship Report. I am extremely paying my solitude to all the authors and writers whose works help me to draft this original Internship Report.

We are indeed thanks to everyone who inspired us to write this Internship Report.

Thank you

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Executive Summary

Doing the thesis at EXIM Bank, HR division has been an enriching at both the personal and academic level. The project title for the thesis paper is Human Resource Management of EXIM Bank. During my thesis I gained practical knowledge on how the human resource division of an organization as big as EXIM Bank operates and coordinates its activities to ensure smooth functioning of the organization at all levels by ensuring right number of people are available at the right time to do the right job. Not only that I have also gained insight into the working culture of the organization and observed how EXIM Bank handles its employees with value and empowerment to ensure they are motivated to give their best to the organization. The report starts with an organization profile of EXIM Bank giving its background, mission, vision, its products and services, the hierarchy and organogram of the organization. Following that the next section contains information about the job, which are just tasks and responsibilities during my thesis period at the Bank. The next section is the largest which comprises the project, Human Resource Management in EXIM Bank. The project encompasses introduction to the topic, recruitment, selection, orientation, compensation and benefit, training and development. Each chapter contains detailed discussion of the HR functions with relevant examples followed by Organization Practice at EXIM Bank which basically conveys how things are done in the HR Department of the Bank. The next Chapter of the project carries out SWOT Analysis that touches upon strengths, weakness, opportunities and threats to the organization followed by results and discussion on critical factors regarding Human Resource Management of EXIM Bank. Finally there is the conclusion followed by references.

Table of Contents

Topic	Page No
Letter of Transmittal	i
Declaration	ii
Supervisor Certificate	iii
Acknowledgement	iv
Executive Summary	v
Chapter-01 **Introduction**	
1.1 Introduction	01
1.2 Objectives of the Report	02
1.3 Methodology	03
1.4 Scope of the Study	03
1.5 Limitations of the Study	03
Chapter 2 **Profile of the Organization**	
2.1 Organization Profile	04
2.2 Nature of the business	05
2.3 Vision	06
2.4 Mission	06
2.5 Corporate Culture	06
2.6 Hierarchy Structure of EXIM Bank	07
2.7 Prime Operational Area	08
2.8 Organogram of EXIM Bank	08
2.9 Foreign Exchange Department	08
2.10 Product & Services	09

Chapter 3 **Literature Review Theoretical**	
3.1 Human Resource Management	12
3.2 Functions of HRM	12
3.3 Human Resource Planning	13
Chapter-4 **Analysis of the Study**	
4.1 Recruitment & Selection in Exim Bank Ltd.	19
4.2 Training & Development in Exim Bank Ltd.	22
4.3 Employee Relation in Exim Bank Ltd.	24
4.4 HR and Social Responsibilities in Exim Bank Ltd.	26
4.5 Performance Management in Exim Bank Ltd.	27
4.6 Job Design in Exim Bank Ltd.	29
4.7 Incentives in Exim Bank Ltd.	32
Chapter-5 **Findings**	
5.1 Findings	34
Chapter-6 **6ecommendations & Conclusion**	
6.1 Recommendations	36
6.2 Conclusion	37
6.3 References	38