**Internship Report**

**on**

# "Recruitment & Selection Process of the employees of Pran-RFL of Company, Bangladesh Private Limited: An overview."

**Prepared for**

Md. Mohedul Islam

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Batch: 43th Program: MBA

Major: HRM

Semester: Spring 2020

**Submission Date: 11th April, 2020**

# “Recruitment & Selection Process of the employees of Pran-RFL”

# Letter of Transmittal

11 April 2020

Md. Mohedul Islam

Assistant Professor of Accounting

Department of Business Administration

Uttara University

**Subject: Submission of the internship report.**

Dear Sir,

With due respect I would like to inform you that, It is my great pleasure to submit my internship report for your kind approval. My internship report is on "Recruitment & Selection Process of the employees of Pran-RFL group of Industry Bangladesh Private Limited: An overview". The observation and result of the study are embodied on this report. I have provided best effort to prepare the report. In this regard, I am very much thankful to you for your kind cooperation and supervision for preparing the report. Without your guidance, it was not possible to complete this report.

I request you to accept my internship report and oblige thereby.

Sincerely,

Shah Mahmudul Hoque

ID:2163051001

Batch: 43th

Program: MBA

Major: HRM

Semester: Spring 2020

# Student's Declaration

I am, Shah Mahmudul Hoque, ID: 2163051001, hereby declared that this report of internship titled "Recruitment & Selection Process of the employees of Pran-RFL group of industry Bangladesh Private Limited: An overview"is uniquely prepared and submitted by after the completion of 6 years work at Pran-RFL group of company Bangladesh Private Limited. The report is completed under the supervision and guidance of Md. Mohedul Islam, Assistant Professor, Department of Business Administration, Uttara University to fulfill the requirement of Uttara University to obtain the Masters of Business Administration (MBA) degree.

I also confirm that, the report is only prepared for my academic requirement not for any other purpose.

Your Sincerely,

Shah Mahmudul Hoque
ID: 2163051001
MBA, 43rd Batch
Department of Business Administration Uttara University,
Major in Human Resource Management

# Supervisor's Declaration

This is to certify that , Shah Mahmudul Hoque, ID: 2163051001, 43rd Batch, Program: MBA, Major in Human Resource Management, is a regular student of Department of Business Administration of Uttara University has successfully completed the internship program under my supervision and has submitted the report of internship on "Recruitment & Selection Process of the employees of Pran-RFL group of industry Bangladesh Private Limited: An overview". She has tried her best to complete the internship program and to submit this report.

---

Md. Mohedul Islam

Assistant Professor of Accounting

Department of Business Administration

Uttara University

# Acknowledgements

At first, I would like to express my gratitude to Almighty Allah who has given me opportunity to go through the total process of internship and to finish the internship report within the schedule time.

I would like to take the opportunity to express my gratitude to my internship Advisor, Md. Mohedul Islam, Assistant Professor of Accounting, Department of Business Administration, Uttara University whose direction guidance and support help me a lot in writing this report.

I also express special thanks to Pran-RFL group of industry Bangladesh Private Limited, especially Mr. Md. Raiyan. (RFL- Head of HR ) in order to arrange of my internship in Pran-RFL group of company Bangladesh Private Limited.

I also like to show cordial thanks to the Head Office of Pran-RFL group of company Bangladesh Private Limited and all of its employees and staffs. They were really very co-operative and friendly in nature. It would be very difficult to complete this report successfully without their mindfully assistance.

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# Executive Summary

I have prepared my internship report based on the three months long internship program that I had successfully completed in Pran-RFL group of industry Bangladesh private limited as a requirement of my MBA program in Uttara University. My topic is **" Recruitment & Selection Process of the employees of Pran-RFL group of industry of Bangladesh Private Limited".**

The Pran-RFL group of industry is one of the most biggest group of industry in Bangladesh which got new tradition for the purpose of the modern technological company in the industrial history of the country. This company is gradually proceeding to its goal after starting its operation.

This entire report that I have prepared is based on the Pran-RFL group of industry on the topic "Recruitment & Selection Process of the employees of Pran-RFL group of industry of Bangladesh Private Limited". Recruitment & selection process of a Company is one of the vital and most important parts of any organization as the efficient manpower supply from this process.
.

In first chapter I shows different aspects of report like a brief introduction, objective of the study and limitations. The Second chapter shows a company brief overview and description of internship work related Section. In this section different important data about Pran-RFL group is provided. Background of the organization, corporate information of the organization, mission, vision, products and services of Pran-RFL group are given in this chapter. Chapter three shows the data collection & processing where I have collected information and how many sources, I have collected data are given. Fourth chapter is all about discussion on the study objectives included with Problems and Prospects of recruitment of Pran-RFL group of industry. Chapter five contain the recommendations to reduce such problem and also, I have given an overall conclusion. In the last part I have discussed about the internship experience what type of work I have done during my three-month internship period in Pran-RFL group of industry.

# 1.0 Introduction

## Background & description of the study topic

Internship is a compulsory part of MBA program. Internship helps student to gain practical knowledge and experience about organization & it's activities. Students can apply the theoretical knowledge to practical work when they do internship in any organization.

As an "intern" I have been placed in Pran-RFL group of industry Bangladesh Private Limited in the Human Resource Department.

For any organization, its recruitment & selection process is a very important activity. Through the recruitment and selection process an organization can select the right persons for different positions. So I want to see the recruitment & selection activities of this organization and I have selected "Recruitment & Selection Process of the employees of Pran-RFL group of industry Bangladesh Private Limited an overview" as my internship topic.

# 1.1 Rationale of the Study

Since Pran-RFL group of industry Bangladesh Private Limited inception in 1981, it has been working with dedication and endeavor that led it to become the most respected knit food & Plastic item manufacturing in Bangladesh with 25 million pcs plus per year of current capacity. Its Objective is that it wants to keep its value which as been to embrace its core values (Honesty, Integrity, Dedication, Quality and Simplicity) as the driving force of the sustainable growth of our Company. Its 39 years of experience has made its unparalleled in terms of timely delivery and quality product manufacturer.

## 1.2 Objectives of the Report

**1.2.1 Broad Objective:** To see the recruitment and selection process of the employees of Pran-RFL group of industry Bangladesh Private Limited.

**1.2.2 Specific Objective:**

- To know about the recruitment & selection activity of any organization.
- To know about the recruitment activity of Pran-RFL group of industry Bangladesh Private Limited.
- To know about the sources of recruitment.
- To know about the selection process of Pran-RFL group of industry Bangladesh Private Limited.

To provide recommendation regarding the recruitment & Selection of employees of Pran-RFL group of industry Bangladesh Private Limited.

## 1.3 Limitations of the study

The main limitation of the study is the collection of information because most of the information is confidential. So, they don't want to disclose them. But I have shown my finesse and collected the information for the report only. The others problems I faced during acquiring the information are:

- Confidential Report that was difficult to get from my company.
- Concern persons are very busy while requesting to obtain the information.
- As it is a research work, it needed a huge time to complete properly.

It is too difficult to comment and suggest based on only the report provided me by the organization.

## 2.0 Company Profile

## 2.1 Historical Back ground of Pran-RFL

"Pran-RFL group of industry Bangladesh Private Limited" is one of the leading RMG industries in Bangladesh. It started in 1981 and passed 39 years old mid-sized vertically integrated 80% export oriented composite knit food & Plastic factory with existing capacity of 25,000,000 pieces per year. There are 13 company in Bangladesh. Time and quality maintenance is our standard. We are a BSCI, OCS, SEDEX and Oeko-Tex, Standard 100 certified group. We meet compliance standards of Accord/ Alliance. Along with the ongoing expansion project, we are also initiating harvest of rainwater, use of solar power, and re-use of heat and energy.

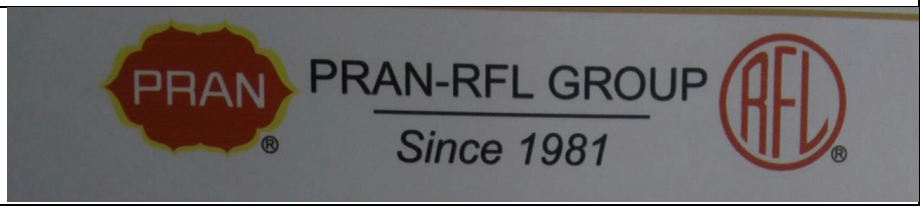
## 2.2 Mission of PRAN-RFL

"To be the business house of natural choice meeting the expectations of the stakeholders by consistently providing quality service in a timely manner".

## 2.3 Vision of Pran-RFL

The vision of Pran-RFL group of industry Bangladesh Private Limited is to be an enterprise that focuses on stakeholders 'interests, social responsibility and environmental stewardship. We work for more than our customers or shareholders, but more importantly 'our employees and our community,"

## 2.4 Corporate Profile of Pran-RFL group of company.

| | |
|---|---|
| Name of the company | Pran-RFL group of company. |
| Established | in1981 |
| Chairman | Major General Amjad khan chowdhury. |
| Managing Director | Mr. Ratendronat Pal |
| Company Secretary | Mr. Rashed |
| Legal Status | Public Limited Company |
| Nature of Business | Produce product and selling. |
| Types of work | Productivity |
| Corporate Head Office | 105-Middle badda, Dhaka-1205 |
| Registered office | 105-Moddor badda, Dhaka, Bangladesh |
| No. of Branches | 17 |
| SWIFT Code | FSEBBDDH |
| Authorized Capital | Tk.35,000 Million |
| Webpage | www.prangroup.com |
| Email | info@pran.com |
| logo |   |

## 2.5 Products & Services

- **Deposit Product**

- Super shop
- Best bied
- Testy treet
- Gago bd.com
- RFL electronic product.
- RFL Plastic ltd

## 2.6 Description of Internship Work related Section

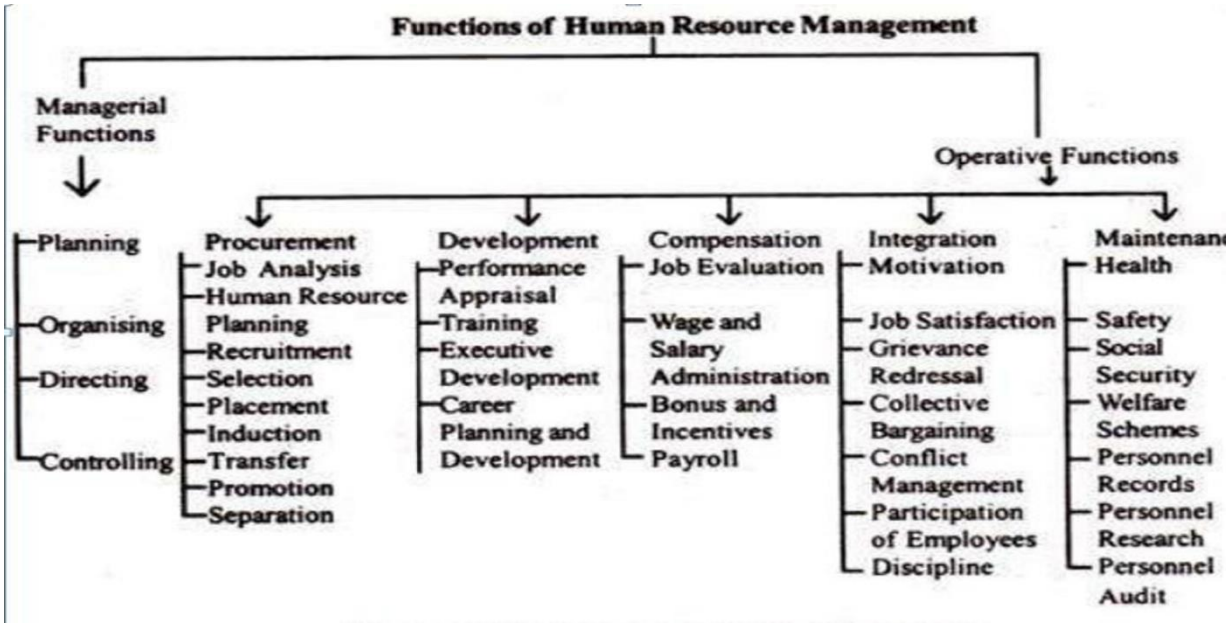



**Figure no: 4 Function of Human Resource management of Pran-RFL group ofindustry Bangladesh Private Limited.**

**2.6.1 Managerial Functions:** Managerial Functions work on Planning, Organizing, Directing and Controlling.

**2.6.2 Operative Functions:** Operative Functions work on all HR activities and Recruitment and Selection is one of them. Those are on Job Analysis, HR Planning, Recruitment, Selection, Placement, Induction, Transfer, Promotion and Separation.

Almost all department Human Resource I went through and gathered information to make my Internship Report. Sometimes Bosses, Peers were busy with their high scheduled responsibility but they arranged time and shared the information.

## 3.0 Data Collection & Processing

## 3.1 Data Sources

The data & information of this report have been collected from both the primary and secondary sources.

**Primary Data:** Primary data are information collected through original or first-hand research. For example, surveys and focus group discussions.

- Face to face conversation with the respective officers.
- Practical experience gained by visiting different desks during internship period.
- Talking with the different person.
- Checklist survey.
- Take Interview.

**Secondary Sources:**

- **Secondary Data:** Secondary data are information which have been collected in the past by someone else. For example, researching the internet, newspaper articles and company reports.

- Annual Reports of Pran-RFL group of industry Bangladesh Private Limited.
- Different circular issued by the Head Office.
- Relevant papers and different books.
- Collected data from internet.
- Official Records of the Pran-RFL group of industry Bangladesh Private Limited.
- Official web site of the Pran-RFL group of industry Bangladesh Private Limited.
- Data collected from journal.

## 3.2 Data Collection Method

**.Primary data collection method**: Primary data were collected through direct and face to face interview of the different person of the Pran-RFL group of industry Bangladesh Private Limited.

- Face to face conversation with the respective officers.
- Practical experience gained by visiting different desks during internship period.
- Talking with the different person.
- Checklist survey.
- Take Interview.

- **Secondary data collection method:** Secondary data were collected through relevant paper and different books, website (official), Record (official,) Annual Report etc.

## 3.3 Data Processing & Presentation

Some descriptive statistics like description, table, percentage, graph, etc were used to analyze data and present. The collected data were scrutinized and were pointed out and shown as findings. Few recommendations are also made for improvement of the current situation.

## 4.0 Discussion on the study objectives

## 4.1 The recruitment & selection activity of any organization.

### Recruitment

Recruitment is the process of identifying and hiring best-qualified candidate (from within or outside of an organization) for a job vacancy, in a most timely and cost effective manner.

Recruitment is the process of attracting qualified applicants for a specific job. The process begins when applications are brought in and ends when the same is finished. The result is a pool of applicants, from where the appropriate candidate can be selected.

According to Edwin B Flippo, "Recruitment is the process of searching for prospective employees and stimulating and encouraging them to apply for jobs in an organization." Thus, recruitment enables the organization to select suitable employees for different jobs. it is the most important function of the personnel department. It is concerned with the discovery of the sources of manpower and tapping of these sources so that the potential employees are properly evaluated and the new employees are placed and inducted to fill up the vacant position in the organization. Recruitment aims at developing and maintaining adequate supply of labor force according to the need of the organization.

The recruitment process is all about gathering information about jobs and people and matching the two. Recruitment also flows from the broader task of workforce planning.

### Selection Process

Employee Selection is the process of putting right men on right job. It is a procedure of matching organizational requirements with the skills and qualifications of people. By selecting right candidate for the required job, organization will also save time and money. Proper screening of candidates takes place during selection procedure.

But selection must be differentiated from recruitment, though these are two phases of employment process. Recruitment is considered to be a positive process as it motivates more of candidates to apply for the job. It creates a pool of applicants. While selection is a negative process as the inappropriate candidates are rejected here. Recruitment proceeds selection in staffing process. Selection involves choosing the best candidate with best abilities, skills and knowledge for the required job.

Those candidates who have been screened from the Recruitment sources they are called for the Selection process.

## Recruitment and Selection Framework (Worker Level)

Processes are being maintained to recruit are as follows-

i) Respective department head with the approval of the HR Manager prepares requisition for additional and replacement workers.
ii) Vacancies announced by advertising, posters, leaf lets, putting banners at the front side of the main gate, different places, and reliable sources.
iii) Application receives from hand to hand and in most of the cases walk in interview system is followed.
iv) In cases of skilled workers, recruitment's being done by "on the job test" (Practical interview).
v) In cases of unskilled workers, recruitment's being done by written and oral test.
vi) General health checked-up by factory medical officer is an essential part of recruitment procedure.
vii) Salary, wages, and other benefits fixation is done in fulfillment to the applicable Bangladesh labor laws-2006 and minimum wages gazette.

## Recruitment and Selection Framework (Officer Level)

i) Assess the need for the job and ensure there is adequate funding for it.
ii) Review the job description to ensure that it meets the present and future requirements.
iii) Review the person specification to ensure it meets the requirements of the job description.
iv) Design the selection process.
v) Draft the advertisement and select the advertising media.
vi) Short list using the person specification only.
vii) Written tests for entry level employee.
viii) Interview and test short-listed candidates.
ix) Validate references, qualifications and security clearance.
x) Make appointment

## 4.2 The recruitment activity of Pran-RFL group of industry Bangladesh Private Limited.

This Recruitment and Selection Process has been framed with the view of recruiting and selecting people who have a strong desire to achieve. The Pran-RFL group of industry Bangladesh Private Limited vision, and who will assist us in achieving the business results. The main difference between recruitment and selection is recruitment is positive processes where candidates are attracted for the post apply there. On the other hand selection is a negative process where competition arises and candidates compete with each other and meritorious candidates get job.



Recruitment is the process of searching the candidates for employment and stimulating them to

apply for jobs in the organization whereas selection involves the series of steps by which the candidates are screened for choosing the most suitable persons for vacant posts.

## 1. Procedure

Requirements are detailed throughout this policy and include:

i) The position is defined and justified by the requisitioning Business Unit Head / Function Head and authorized and processed by Human Resource Department.

ii) The position is advertised unless a person has been identified through the succession planning process or other business requirements.

iii) The Business Unit Head / Function Head are involved in the recruitment and selection decision. As a minimum, at least one other person from the Business Unit/Function, competent in the recruitment process, should assist beside the authorized person from HR Department.

iv) Pre-requisite skills, qualifications, experience, competencies and other The Pran-RFL group of industry Bangladesh Private Limited legislative requirements are met and documented

v) At least 2 reference checks and medical checkup are completed and documented.

vi) Offers are approved and made by Head of Group HR and in some special cases by the Managing Director

vii) All people, whether internally or externally recruited, are inducted through employee orientation program.

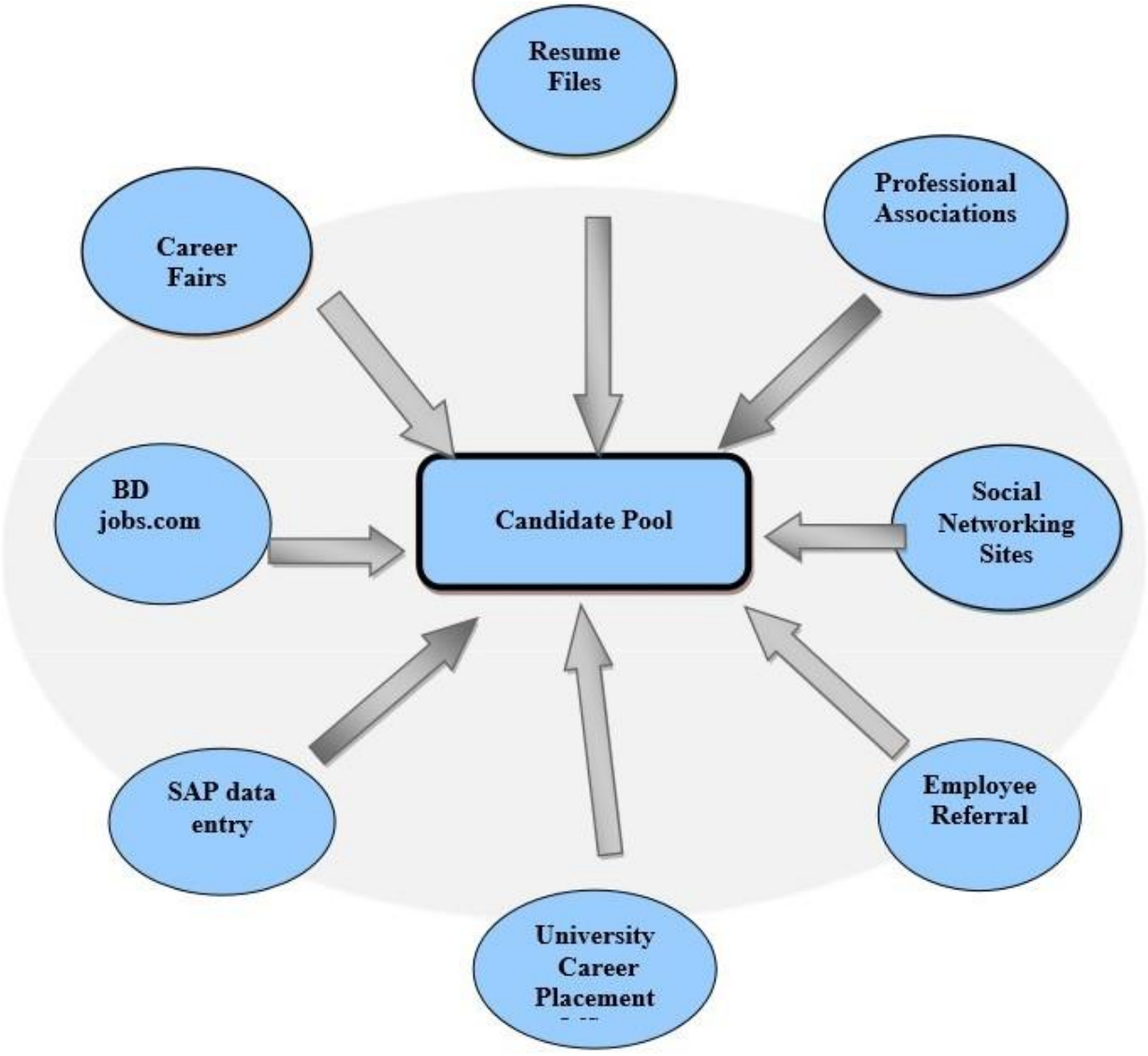



**Figure no: 5 Candidate pool Pran-RFL group of industry Bangladesh Private Limited.**

The process in explains how pools of candidates are generated from different sources. It is impossible to collect all the candidates of different category and experience using only one source. These sources are proved to be very useful and effective for finding the right amount of capable people.

## 4.3 The sources of recruitment of Pran-RFL group of industry Bangladesh

## Private Limited

### A. Internal Sources

Best employees can be found within the organization. When a vacancy arises in the organization, it may be given to an employee who is already on the pay-roll. Internal sources include promotion, transfer and in certain cases demotion. When a higher post is given to a deserving employee, it motivates all other employees of the organization to work hard. The employees can be informed of such a vacancy by internal advertisement.

The most common internal sources of internal recruitment are:

### Inside Sources of Candidates

1. Personal References. 2. Notice Boards.

### 1. Personal References:

The existing employees will probably know their friends or relatives or colleagues who could successfully fill the vacancy. Approaching them may be highly efficient method of recruitment but will almost certainly offend other workers who would have wished to have been considered for the job to keep employees satisfied make sure that potentially suitable employees are informed of the vacancy so that they can apply. Also anyone else who is likely to be interested is told about it as well so that they can apply for the job.

### 2. Notice Boards:

This is the convenient and simple method of passing on important messages to the existing staff. A job advertisement pinned to a notice board will probably be seen and read by a sufficient number of appropriate employees at little or no cost. However many of the staff will probably not learn of the vacancy in this way either because the notice board poorly located or is full of out dated notices that they don't bother to look at it, as they assume there is nothing new to find out. A notice board must be ensured that it is well suited. Wherever it is been placed it should be certain that it is seen by everyone. It means there must be equal opportunity to see to it and this happens when they know that just important topical notices are on display. Attention must be paid to the design and contents of the notice if it is to catch the eye and make the employee read of and then want to apply for the job.

**B. External Sources**

All organizations have to use external sources for recruitment of higher positions when existing employees are not suitable. More persons are needed when expansions are undertaken. There are many sources to choose from if you are seeking to recruit form outside the company.

**Outside Sources of Candidates**

i) Recruiting via the Internet

ii) Advertising through television or radio etc.

iii) Employment Agencies

iv) Outsourcing

v) Notices.

vi) College/institutions Recruiting

vii) References

## 4.4 The selection activity of Pran-RFL group of industry Bangladesh Private Limited

## Selection Process

Employee Selection is the process of putting right men on right job. It is a procedure of matching organizational requirements with the skills and qualifications of people. By selecting right candidate for the required job, organization will also save time and money. Proper screening of candidates takes place during selection procedure.

But selection must be differentiated from recruitment, though these are two phases of employment process. Recruitment is considered to be a positive process as it motivates more of candidates to apply for the job. It creates a pool of applicants. While selection is a negative process as the inappropriate candidates are rejected here. Recruitment proceeds selection in staffing process. Selection involves choosing the best candidate with best abilities, skills and knowledge for the required job.

Those candidates who have been screened from the Recruitment sources they are called for the Selection process.

The selection process can be successful if the following requirements are satisfied:

1. Sometimes should have the authority to select. This authority comes from the employment requisition as developed by an analysis of the work-load and work force.

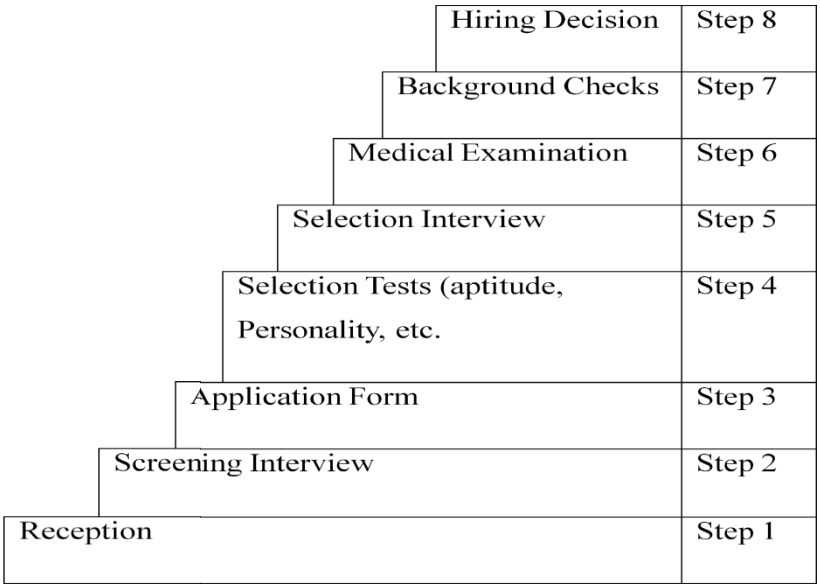


2. There must be some standard of personnel with which a prospective employee may be compared i. e., a comprehensive job description and job specification should be

available beforehand.

3. There must be sufficient number of applicants from whom the required number of employees may be selected.

**Step by step (selection process)**




**1. Reception:**

Those candidates who are short listed from recruitment sources are now told to wait at the reception area unless their names are not called for the screening interview.

**2. Screening Interview:**

It is used to eliminate those candidates who do not meet the eligibility criteria laid down by the organization. The skills, academic and family background, competencies and interests of the candidate are examined during preliminary interview. Preliminary interviews are less formalized and planned than the final interviews.

**3. Application Form:**

The candidates who clear the screening interview are required to fill the application form. It contains data record of the candidates such as details about age, qualifications, reason for leaving previous job, experience, etc.

**4. Selection Test:**

Various organizations conduct tests during selection procedure like aptitude test intelligence test, reasoning test, personality test, etc. These tests are used to objectively assess the potential candidate. They should not be biased.

**5. Selection Interviews:**

Those candidates who are selected from the selection test they are called for the selection interview. This interview includes some comprehensive as well as technical questions.

**6. Medical Examination:**

Medical tests conducted to ensure physical fitness of the potential employees. It decreases chances of employee absenteeism.

**7. Background Checks and Enquires:**

The references given in the candidate's application will be taken up and a security check will be conducted. Security checks can take a while if the candidate has lived abroad for any period of time.

**8. Hiring Decision:**

Those employees who get through successfully on all the steps of selection are now eligible to receive an offer of employment. The actual hiring decision should be made by the manager in the department that had the position open. A reference check is made about the candidate selected and then finally he is appointed by giving a formal appointment letter.The selection activity of Pran-RFL group of industry Bangladesh Private Limited.

## 4.5 To provide recommendation regarding the recruitment & Selection of employees of the Pran-RFL group of industry Bangladesh Private Limited:

Recruitment & Selection are the core issues for choosing a right candidate for a right job. Many organizations follow different techniques for recruit & select candidates. As I am doing my internship at Pran-RFL group of industry Bangladesh Private Limited. I tried to communicate with one of the HR personnel to collect some necessary information. That information are briefly discussed below:

For the worker level employees Pran-RFL group of industry Bangladesh Private Limited usually make their recruitment through attaching Notice in the main gate for job openings for workers. From there interested candidates start submitting their applications for their desired posts. From those applications HR screen candidates CV and then call them for a interview session. After taking interview of candidates Pran-RFL group of industry Bangladesh Private Limited select only those candidates who actually deserve the job as per their experience or knowledge about that particular job. After joining Pran-RFL group of industry Bangladesh Private Limited usually conduct a practical test on newly recruited worker to see what amount of output a worker can produce in a day. For example, If the worker

is a operator then examiners set a target say for 10pcs of food & plastic item should be completed in 1 hr. After this test it can be easily identify the capacity of the worker. Because Pran-RFL group of industry Bangladesh Private Limited put more emphasis on Practical test as well as interview.
In terms of worker recruitment sometime Pran-RFL group of industry Bangladesh Private Limited faces some constraints like recruiting wrong candidates. Sometimes there are urgent needs of worker then Pran-RFL group of industry Bangladesh Private Limited recruits some workers only having some informal interview with workers. But at the time of production Pran-RFL group of industry Bangladesh Private Limited faced few situations like workers incompetence in work. But now Pran-RFL group of industry Bangladesh Private Limited management is quite strict. They have taken strict initiative in terms of recruitment & selection process of workers.

After selecting Workers they have to abide by the rules & regulations of Pran-RFL group of industry Bangladesh Private Limited. Before joining Pran-RFL group of industry Bangladesh Private Limited ask the newly recruited worker to submit their old service book and Pran-RFL group of industry Bangladesh Private Limited issues a new service book to the worker. When that particular worker joins the work, they have to submit following things:

a. National ID card photocopy.

b. Certificates (if have).

c. Interview sheet.

d. 4 copy picture

e. Old service book (if have).

In terms of Staff recruitment & selection, Pran-RFL group of industry Bangladesh Private Limited use to recruit employees through online service (Bdjobs.com). They also recruit via newspapers. In recruitment process, Pran-RFL group of industry Bangladesh Private Limited usually takes written test to judge the knowledge skill of the candidates. If a candidate got selected then HR contact with the candidate and arrange an interview session and he or she does well in interview then Pran-RFL group of industry Bangladesh Private Limited select that candidate for a particular job. Pran-RFL group of industry Bangladesh Private Limited usually takes 15 to 20 days to offer selected candidates' appointment letter. In terms of internal recruitment, employee referral candidates also have to sit for a written test.

## 5.2 Conclusion

Recruitment is an important issue for any organization. Recruitment and Selection allows an organization to assess the vacancy and choose the best personnel who will lead the organization in future. So the organization should give more emphasize on selecting a person. A person who can carry forwarded the organization in terms of development, values and ethics. Mainly the precious resource for any organization is their knowledge based efficient workers. The organization should more cautious on this issue to ensure the quality and ethics.

The finding in this report cannot be taken as a conclusion and it will be wrong to end here with such results. Because this study actually gives a simple picture and leaves room for further study in different areas of garments functions such as product of garments, productivity analysis, Data Environment analysis and more.

The Company has eventually some disadvantages/lacking in the process of the recruitment and selection. They waste so many papers and they kill the time to select the suitable persons. Written test is hardly performed but it is necessary to categories merits and demerits candidates. The Company should adopt latest techniques like stress test, psychometric test and personality test to find the right candidate suitable for the job.

From the discussion it can be concluded that Pran-RFL group of industry Bangladesh Private Limited of Company playing an important role in the economic development of the country and it has a prospect future to have a very good position in the RMG sector.

## 5.3 Recommendations

i) Sometimes Pran-RFL group of industry Bangladesh Private Limited seems nepotism but they should avoid it for 100% fair and transparent recruitment.

ii) Pran-RFL group of industry Bangladesh Private Limited should select employee by focusing more on job description.

iii) Any type of favoritism should be abandoned in recruitment and selection process.

iv) Pran-RFL group of industry Bangladesh Private Limited should reduce the number of days to recruit a select employee from advertisement to Final Appointment.

v) Reporting Officers should be more cooperative, cordial and friendly.

- Company should increase other facilities for job satisfaction.

## 6.0 Internship Experience

## 6.1 Experience Related to Work

I have searched many website of the report “Recruitment and Selection Process” and learned many unknown thing when RMG first incepted in Bangladesh and how it plays the major role in exports. The study now helps me to work smoothly. So my work flow has become better than before.

I also met workers, managers and directors to make my reports because I needed to furnish my Internship Report in a splendid way and any reader can easily as well as acquire knowledge about the topics “Recruitment & Selection Process of the employees of Pran-RFL group of industry Bangladesh Private Limited: An overview”.

## 6.2 Significant pleasant and unpleasant incidences with clients, company supervisor and colleagues.

After completion of academic study, all of us will have to enter into professional world. Before It was a bit difficult to take some confidential report from my colleague and to get time from the higher executives for the information. Sometimes, they said that they would give me later and I would again remind them. Actually all are very helpful and sometimes I used to be flexible to convince them.

# References

## 7.0


1. Visiting to : Pran-RFL group of industry Bangladesh Private Limited Gorashal, Hobigong, Rangpur, Nator etc.
2. Internet Sources: Info@pran-rfl.com
3. Working on its Head Office: Pran-RFL center ; 105 middle badda, Dhaka
4. Newsletters of Pran-RFL group of industry Bangladesh Private Limited.
5. Trade License, TIN, MOA.
6. Colleagues of Executives/Departmental Head

7. https://www.slideshare.net
8. www.google.com
9. www.wikipidia.com

Requesting and Insisting colleagues where might the information come from.