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A Working Report On The Human Resource (Capital) Management Activities Of Adi Apparels Limited

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-Internship Report-

A Working Report On The Human Resource (Capital) Management Activities Of Adi Apparels Limited.



INDEPENDENT UNIVERSITY OF BANGLADESH

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Prepared For

Ms. Momtaj Khanam

-Senior Lecturers-

School of Business Studies

Independent University of Bangladesh [IUB].

Prepared By

Md. Ferdaus Rahman

ID # 0510044

13th Semester; 12th Batch.

(Major in Human Resource Management)

(Minor in Media & communication)

Department - Business Administration.

Independent University of Bangladesh [IUB].

Date of Submission

Sunday, 11th of September, 2011

INDEPENDENT UNIVERSITY OF BANGLADESH

Letter of Transmittal

Sunday, 11th of September, 2011

To,
Ms. Momtaj Khanam
Senior Lecturers
School of Business Studies
Independent University of Bangladesh [IUB]
Bashundhara, Dhaka - 1229

Subject: - Submission of Internship Project Report of the Semester Summer 2011.

Dear Sir,

With due respect, I would like to inform you that, it is a great pleasure for me to submit the Internship Report on *"The Human Resource (Capital) Management Activities Of Adi Apparels Limited.",*

The entire report is based on my practical experience. While conducting the working report, I have gathered extensive knowledge about HR department of 'Adi Apparels Ltd'. Without your help it would have been difficult to me to complete this report successfully. With deep gratefulness, I also acknowledge the cooperation provided by "Mr. Md. Atikur Rahman", HR Manager for his supreme supervising during my internship.

It would be a great honor for me if you would add your opinions and suggestions regarding this report or for the future. Thank you once again for supervising me during this difficult transitional time of my career.

Furthermore, please feel free to contact me if any assistance is required to interpret any part of the report.

Sincerely yours

(Md. Ferdaus Rahman)
ID # 0510044.
13th Semester; 12th Batch.
(Major in Human Resource Management).
(Minor in Media & communication).
Department - Business Administration.
Independent University of Bangladesh (IUB).
Cell No: +88 01711 349728.

Acknowledgement

At the very beginning, I would like to express my gratefulness to Almighty Allah for giving me the opportunity to successfully complete my internship report.

Firstly, I must express my deep gratitude from the Core of my heart to my most Honorable & Adequate University supervisor **"Ms. Momtaj Khanam"** [-*Senior Lecturer*-] School of Business in Independent University, Bangladesh, for her most efficient professional guidance and instructions in conducting the internship program have become successfully.

I would also like to thank my host organizational chairman **"Sir – Mr. Md. Nurul Islam"** & Managing Director **"Sir – Mr. Md. Shamim Islam", ** for providing me an opportunity to work in their reputed Organization as an internship employee. I also like to extend my gratitude to Merchandiser of HR **"Sir - Mr. Md. Atikur Rahman"** My Organizational Supervisor, who helped me to learn many new things during my internship program.

During the preparation of the project work I have came to the very supportive touch of different individuals (respondents & seniors of AAL BD) and friends, who lend their ideas, time and caring guidance to amplify the report's contents. To be true to myself I must say that without their help it would be very hard for me to prepare such report. I am thankful to them with all of my feelings.

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