



An Overview of an Intern Experience at Biswas Builders Limited

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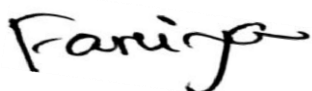
Date of Submission: Fall 2024

Statement of Original Authorship

I confirm that the whole material is my own creation. The information contained within this paper reflects my skills, writing capabilities, and knowledge. The paper describes, "The reality of performing in a Construction company at Biswas Builders Ltd." developed by the supervision of Zerine Tohfa Farhat, an English Lecturer at Daffodil International University.

I guarantee that no part of this material has been reproduced or passed off without proper credit to its original sources. Furthermore, this report was not submitted for credit toward any degree or other reason to any other university or institution. The Biswas Builders official team worked full-time for three months, which served as the basis for this study.

Additionally, I affirm it's the authentic copy of my report, and it was reviewed and approved by my instructor and the library at the university, as well as it wasn't shipped to another university or organization or any other purpose.



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Certificate of Supervision

Daffodil International University
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This is to certify that Faria Akter, a student of BA in English, has successfully completed her Project Paper under my supervision.

Title of the Work: An Internship Report on the Experience in a Construction Firm at Biswas Builders Limited.

Duration of Supervision: July 2024 to December 2024

Throughout this period, Faria exhibited commendable dedication, professionalism, and academic rigor. She actively engaged in discussions, adhered to timelines, and demonstrated a strong understanding of the subject matter.

As the supervisor, I confirm that the work was conducted in accordance with the guidelines and standards set by Daffodil International University. This certificate is issued for the purpose of acknowledging her efforts and contributions to the field of study.

I wish her all the best in her future academic and professional endeavors.

Sincerely,

Handwritten signature of Zerine Tohfa Farhat, dated 04.12.2024.

Zerin Tohfa Farhat

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Acknowledgment

I am truly thankful to all those who supported and guided me in finishing my report.

Zerin Tohfa Farhat my supervisor during my internship, has given me essential guidance, knowledge, and ongoing support, also I want to express my sincere thanks and appreciation for everything.

I am so thankful about Nazrul Islam, director of Biswas Builders Ltd., for giving me the opportunity to undertake an internship. The whole team at Biswas Builders Ltd. created a stimulating learning atmosphere for me. The teamwork and the ability to interact with professionals from various fields have significantly enriched my internship experience.

Dedication

This paper goes to my family for unconditional affection. Their trust in my capabilities is inspiring the groundwork for me during this internship. My parents have been a constant source of support and motivation throughout my internship.

Abstract

Participating in an internship is a crucial component for obtaining a four-year BA degree. This report discusses the practical work undertaken with a trustworthy construction company, Biswas Builders Ltd. The focus of this paper is on the internship experience, including the challenges faced and the solutions implemented. This additionally contains details regarding the workplace supervisor, the equipment and software used, also talents acquired throughout all of this. Each experience is described, beginning with the internship search and concluding with the completion of the tasks. A brief summary of the report's general observations, conclusions, and expectations is provided throughout.

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Chapter 1: Introduction

1.1 Introduction

“The journey of a thousand miles begins with one step.” – (Lao Tzu, p.1).

Individuals starting their careers often take on internships. An internship provides an opportunity to acquire skills. I am Fariya Akter, and I am enrolled in the English Department at Daffodil International University. Completing an internship is necessary for obtaining my Honors Degree as a student at the university. I have chosen English as my field of study for my Honors Degree. English is recognized as a universal language. Establishing a robust network is vital for a thriving career, and cultivating such a network relies on effective communication abilities. Studying English is essential to remain informed, grasp the language used in global business, and forge connections with individuals from diverse cultures around the world.

The English language plays a crucial role across various industries, facilitating global communication and collaboration. As a common medium, it enables individuals from diverse backgrounds to engage in meaningful conversations. In both the education sector and international contexts, English serves as a vital tool. During my internship at a study abroad consultancy organization, I gained valuable insights into its significance.

1.2 Purpose of the Internship

Internships play a crucial role in closing the knowledge gap between theoretical studies and practical application by providing invaluable insights into real business operations. As a student aiming for a successful career in Human Resources (HR), I had the opportunity to intern at Biswas Builders Limited, a highly regarded company celebrated for its dynamic work environment and commitment to excellence. Aligned with my academic and career goals, the aim

of the internship was to help me develop professional skills, gain hands-on experience in HR activities, and make a meaningful impact within the organization. My internship aimed to deepen my knowledge of various aspects of human resource management, including recruitment, employee engagement, performance evaluation, and regulatory compliance. I had the unique opportunity to work alongside experienced HR professionals at Biswas Builders Limited, who guided me in translating my academic knowledge into real-world applications. This experience provided me with a comprehensive insight into how HR strategies are implemented within a corporate setting.

After that, I will be able to use the knowledge I have gained from theory classes in practical situations. Through hands-on exercises, it will assist me in improving my abilities in my professional life. An internship has been the most significant factor in my ability to strengthen my communication skills. This can help me become a better communicator. I'm able to adapt to the work environment. My career will progress as a result of the internship. I believe that an internship is a fantastic way to establish the important contacts required to build and sustain a strong connection.

1.3 Importance and Range of the Report

This report reflects my experiences throughout my internship. This course necessitates both an internship and the submission of a comprehensive report. The focus of this document is on the development of my skills, experiences, and professional goals. Below are some key highlights: Engaging in report writing has significantly enhanced my writing abilities. This process has deepened my understanding of report structures and the essential elements required for effective report composition.

Academic significance: This report serves to establish a connection between my professional experiences and my academic studies. My internship has significantly contributed to my professional development, and the process of writing this report, which is related to that internship, has further enhanced my academic skills.

Course Requirement: An internship is a prerequisite for graduation. To fulfill this requirement, I have initiated an internship with a reputable company. Academic institutions mandate this experience to ensure that students are adequately prepared for the subsequent stages of their careers. This opportunity will also facilitate the integration of personal and professional development for students.

Developing Skills: An organization seeks candidates who can perform effectively under pressure. Such individuals not only make a positive first impression but also demonstrate their ability to meet deadlines. I am consistently pursuing opportunities with organizations that enable me to refine my leadership, public speaking, communication, and time management skills. Through internships, my current institution provides avenues to enhance these competencies.

1.4 Particular Goals

The main goal is to prepare oneself for the business environment. While working in the corporate sector, many individuals encounter challenges that can negatively impact their professional reputation. Not everyone is equally capable of adjusting to a new setting. The experience a candidate brings from previous workplaces can be quite significant. New entrants often find themselves in fast-paced or challenging industries. This can easily drain anyone's enthusiasm for their job. However, I was glad to find that my workplace fostered a friendly and inviting atmosphere. Everyone on the staff, including instructors was very supportive.

This project paper has a lot of goals, but the particular goals are –

- To comprehend BBL's operational procedures.
- Establishing connections between theoretical knowledge and practical applications.
- Enhancing professionalism through the acquisition of knowledge and experience.
- Better understanding of the importance of safety and security.
- Enhance my verbal communication abilities and fluency in speaking.
- Receive appropriate guidance from mentors.
- Build both soft and hard skills through hands-on experience.

My collaboration with the HR department has achieved some results.

- HR's role in aligning employee goals with business objectives is fundamental for growth.
- Working with various departments and levels builds a strong professional network.
- Direct Impact on Workplace Culture with positive and productive organizational environment.
- Enhances leadership, communication, analytical thinking, and interpersonal abilities.
- Establish and uphold workplace practices that are in line with business objectives and labor laws.
- Manage salaries, benefits, and deductions precisely and punctually.

1.5 Overview of the Chapter

This chapter provides an overview of the internship, highlighting its objective, importance, and particular goals. Through the internship experience, I have reflected on my personal development, educational history. This lesson explores the way apprenticeships work can illuminate our professional journeys, detailing the skills I aim to acquire and the benefits I can derive from such experiences. Additionally, I have addressed several principles that guide my work. I recognize the importance of gaining knowledge in my field and acquiring practical experience. Ultimately, this chapter serves to guide my future endeavors.

1.6 Limitations of the Research

Every job has its restrictions. A few specific terms requirements to follow while working for an organization. We must observe certain rules when working within these constraints. For an intern, being able to adjust to established work routines is essential.

Time Limitation: The primary challenge I faced during this internship was the time limitation. Internships usually span three to four months. In my point of view, four months is a relatively little period to obtain a comprehensive understanding of an organization. The brief time frame made it difficult for me to fully grasp all the required information. As an intern, it was challenging for me to quickly acquire a solid understanding of my workplace. I only had opportunities to learn new concepts. Working in the human resources department, I found that this field relies heavily on knowledge. I consistently communicated with my supervisors and sought feedback.

Scope of Responsibilities: While interns were given various tasks, their roles often remained focused on supportive functions. This limitation meant that interns rarely had the opportunity to take on leadership roles or make significant decisions. As a result, the research may not fully capture the complexities and challenges faced by senior engineers and project managers. The focus was more on assisting and learning rather than on leading, which provided a narrower perspective on project management.

Limited Access to Information : Access to certain project details and confidential information was restricted due to company policies and confidentiality agreements. This limitation hindered the ability to conduct a comprehensive analysis of various project elements. For instance, interns were not provided full access to financial data, detailed project budgets, and strategic planning documents. This restriction notably constricted the study's scope, particularly in aspects related to strategic decision-making and financial management.

Feedback and Evaluation: The frequency and depth of comments from mentors and supervisors differed, impacting the learning experience. Interns received diverse guidance due to some mentors being inconsistent in delivering regular and comprehensive feedback, while others provided it more consistently. This variation hindered the ability to consistently refine skills based on constructive criticism.

In conclusion, while the internship at BBL was beneficial, it also had its limitations. Several factors influenced the internship experience, such as time constraints, limited access to information, diversity in tasks, variations in project types, external factors, the learning curve, and inconsistencies in feedback. Recognizing these limitations is essential for grasping the study's context and identifying areas that need improvement and focus in the future.

Chapter 2: Literature Review

2.1 Soft Skills for the workplace

Interpersonal abilities, communication, listening, time management, problem solving, empathy, and leadership are all examples of soft talents. Soft skills are among the most sought-after qualities by employers when hiring new employees because they are required for nearly every role. Hiring managers generally look for soft skills because they contribute to an individual's success at work. Even if a person has exceptional technical and job-specific skills, they may struggle with time management and teamwork in the workplace.

Most firms also rely on soft talents to succeed. After all, nearly every job requires some level of human connection. Employers and recruiters also seeking applicants with feminine abilities. As a result, job applicants with soft skills are very adaptive.

2.2 Hard Skills for the workplace

Hard skills are competencies that are often tightly tied to a specific industry or job and are obtained through education, training, and experience. Participating in related hobbies or interests might also help them improve these skills informally. Hard talents are not the same as soft skills, often known as interpersonal skills. These are more general traits that apply to a wide range of occupations, such as problem-solving and communication.

Hard skills, on the other hand, might be relevant to the job and present challenges in a broader setting. Language proficiency and familiarity with Photoshop or PowerPoint are examples of hard skills. With effort, that is something that can be learned and mastered. These hard skills are typically what employers and recruiters look for in a resume.

2.3 The Function of Internship in Fostering the Development of Hard and Soft Skills

Organizations usually look for a fundamental set of abilities and attributes when assessing applicants for internships. Recruiters focus on our competencies rather than our result. Many companies lean towards hiring recent graduates with some level of work experience. Additionally, internships provide freshmen a chance to acquire hands-on experience. These internships offer genuine industry exposure that improves our resumes as we seek employment opportunities.

2.3.1 The Developing of Soft Skills

Internships can help us to enhance our ability to interact with others which is valued by prospective employers. Throughout my internship, I discussed with office staff, supervisors, and teammates, sent and replied to emails, and clearly communicated my thoughts. This interactions played a significant role in enhancing my communication abilities. In a team setting, the contributions of each member are equally significant. As a result, I developed skills in cooperation and team dynamics. This experience also helped me to understand different viewpoints, meet deadlines, and identify our collective strengths and weaknesses.

2.3.2 Developing Hard Skills

All companies seek a candidate who possesses fundamental tough abilities, such as proficiency in technology applications like MS Word, PowerPoint, and Excel. These qualities are crucial for success in the career achievement. Throughout my internship, I was able to refine these essential skills and acquire some new ones. I became familiar with new technologies and developed expertise in areas such as job analysis, resume screening, interviewing, and evaluating candidates. These hard skills will enhance my chances of receiving promising job offers. They will strengthen my profile and position me as a more qualified candidate for my future career. During my internship, I put all these skills into practice. However, I needed to utilize office webmail, websites, and software, which depended on my technical capabilities. Before this experience, I had no knowledge of scanning or printing, but I am now proficient in these tasks.

2.4 The Significance of Internship

My internship with Biswas Builders Limited was really beneficial to my skill development and industry exposure. It provided me with insights into the operational aspects of the construction industry and allowed me to gain vital skills that would aid me in my future career. The internship also gave me a comprehensive grasp of the challenges and opportunities in the real estate sector, as well as the need of offering top-notch service throughout the whole project lifecycle.

Chapter 3: Methodology

3.1 Procedure for Internship Placement

My internship application at Biswas Builders Limited (BBL) followed a competitive and well-structured process that reflected the high professional standards of the company. The following is a detailed breakdown of the steps involved:

I began by submitting my application along with my latest academic records, cover letter, and CV. Following the review of all applications, the HR department compiled a shortlist of candidates based on their qualifications, skills, and alignment with BBL's corporate values. Shortlisted candidates were invited to take an aptitude test. The organization acquired insight into the candidates' ability to think critically and adapt to different situations at this stage. HR managers performed a structured interview as the final step. Candidates who performed well in the interview were presented with an internship opportunity.

I started working as an intern at Biswas Builders on October 1st, 2024. Using their website, I researched their business and gathered some crucial data. Since this is a construction company, I had the opportunity to hone my communication abilities. I spoke with a great number of people every day. In addition, the office atmosphere was excellent, and the coworkers and seniors were amiable.

3.2 Execution of the Project

The internship at Biswas Builders Limited (BBL) provided a multifaceted experience that allowed the intern to develop a solid understanding of the construction industry. To create a tailored learning experience that maximized their abilities, interns were assigned to various projects based on their interests and skills.

Project Assignment and Initial Briefing: New interns were introduced to BBL's ongoing initiatives and upcoming plans during an orientation session after they joined the organization. This session included a comprehensive overview of the specific projects they would be involved in. Each intern was paired with a mentor, typically a senior engineer or project manager, who provided support and guidance throughout their internship. The initial briefing covered the project's objectives, timeline, scope, and key deliverables. The interns were also introduced to the project teams, which included architects, engineers, contractors, and various stakeholders. This introduction was essential for understanding the collaborative nature of construction projects and the importance of effective communication and teamwork.

Daily Responsibilities and Tasks: Interns engaged in various projects that encompassed multiple stages of the construction process. Conducting site inspections, planning projects, managing paperwork, and maintaining client relations were some of their responsibilities. A key aspect of their daily routine involved site inspections, where interns observed and participated in on-site activities. They learned about construction techniques, quality control measures, and safety regulations for the site. In the area of project planning, interns contributed to resource allocation, budgeting, and the preparation of schedules. They utilized project management software to track progress and make adjustments to project timelines. This hands-on experience with project management tools enhanced their understanding of the complexities involved in

managing large construction projects. An essential part of the internship involved documentation. The interns were responsible for maintaining project logs, drafting daily reports, and noting any issues or changes to the project plan. This task improved the interns' attention to detail and organizational skills, which are vital in the construction industry.

Challenges and Problem-Solving: The BBL internship came with its fair share of challenges. Interns encountered various obstacles, such as unexpected site conditions, technical issues, and delays in the delivery of materials. These challenges provided an opportunity for interns to hone their critical thinking and problem-solving skills, leading to valuable learning experiences. Mentors played a crucial role in assisting interns to navigate these difficulties. They shared their own experiences in tackling similar issues and provided valuable advice on effective problem-solving techniques. This mentorship significantly contributed to the growth of interns' resilience and adaptability—traits that are essential in the construction industry.

3.2.1 My Responsibilities

During my internship in the HR department, I was assigned diverse tasks to gain hands-on experience and contribute to organizational operations. My responsibilities included:

1. Recruitment and Selection:

- Publishing job vacancies on internal platforms and online employment boards.
- Assessing resumes to develop a shortlist of candidates according to job requirements.
- Assisting HR managers with the recruitment process and coordinating interviews.

2. Employee Onboarding:

- Developing orientation strategies and onboarding resources for incoming employees.
- Conducting introductory workshops to familiarize new staff with the organization's culture and policies.

3. Management of Employee Records:

- Ensuring that personnel databases are consistently updated and maintained.
- Assisting in the development of payroll, leave, and attendance records.

4. Employee Engagement:

- Creating surveys and team-building activities to enhance employee satisfaction.
- Supporting feedback discussions to address concerns highlighted by employees.

5. Compliance and Documentation:

- Reviewing employee contracts to ensure compliance with labor laws.
- Assisting in revising policies to align with industry standards.

Chapter 4: An Overview of the Organization

4.1 Introduction

Biswas Builders Ltd. (BBL) stands out as a prominent player in the construction and real estate markets of Bangladesh. Throughout recent decades, the firm has established a solid reputation for executing outstanding projects across various sectors, such as infrastructure, residential, commercial, and industrial developments.

4.2 Organizational Summary

I began my work experience in the HR department of Biswas Builders Ltd. This company operates from the New Market City Complex, 44/1 Rahim Square, New Market, Dhaka-1205. It has been successfully functioning for the past 27 years. The organization also includes other departments, such as Civil Engineering, Innovative Planning and Design Solutions, and Products and Quality. This company consistently employs skilled professionals who possess excellent communication abilities. Each department has its own official website and Facebook.

In 1994, Biswas Builders Limited (BBL) embarked on a steadfast mission to transform the real estate and construction sectors in Bangladesh. Over the years, BBL has established itself as a leading player in the industry, recognized for its innovative solutions, exceptional construction services, and unwavering commitment to environmental sustainability. The company's core principles of delivering tailored solutions and prioritizing quality over quantity have fostered trust among clients across diverse sectors and have solidified its prominent position in the real estate market.

Biswas Builders Limited attributes its success to its highly qualified staff of engineers, architects, and construction specialists. This dedicated team is well-prepared to address the challenges of contemporary building with precision and expertise, drawing on years of experience and a comprehensive understanding of the industry. Furthermore, Biswas Builders Limited values its network of associates, stakeholders, and advisers, whose contributions facilitate seamless project execution and ensure that every endeavor meets the company's esteemed standards.

Biswas Builders Limited draws inspiration from its distinguished history and aims to significantly shape the future development of Bangladesh's construction sector. Committed to surpassing client expectations, the company endeavors to deliver innovative, unique, and superior real estate services at competitive prices. BBL aspires to establish itself as the industry leader in real estate by offering state-of-the-art services and unparalleled expertise, all while prioritizing sustainability.

Chapter 5: Activities During Internship

5.1 Introduction

During my internship at Biswas Builders Limited (BBL), I had the opportunity to fully engage with the dynamic and diverse Human Resources (HR) department of a leading construction firm. My three-month journey as an HR intern enhanced my professional skills, provided me with crucial insights into key HR functions, and increased my understanding of the role HR plays in driving business success. This chapter describes the many facets of my internship experience, such as the workplace, the abilities I acquired, and the most important lessons I took away from the experience.

Understanding the organizational structure and HR procedures was the main goal of the first month. The company's objective, vision, and policies were explained to me during the onboarding process. A big part of my first month was watching the hiring process. I helped with interview scheduling, resume screening, and job ad drafting. I also assisted with onboarding tasks, such as creating paperwork and acquainting new hires with HR procedures and rules. These tasks provided an excellent foundation for understanding the company's workflows and the essential role of HR in employee integration. During the second month, I became more involved in the HR processes. I managed employee records to ensure they were accurate and met both legal standards and company policies. I played an active role in training and development by organizing workshops, developing materials, and collecting feedback to evaluate the effectiveness of the training. Another focus of mine was on employee engagement initiatives. I helped arrange team-building events and conducted employee satisfaction surveys to gain insights into the workplace culture and identify areas for improvement. These responsibilities allowed me to build strong organizational and communication skills. During

the past month, I had the opportunity to engage in more intricate HR responsibilities. By assisting with quarterly evaluations, generating performance metrics, and organizing review meetings, I contributed to the performance management process. I monitored the payroll process, responding to employee inquiries regarding benefits and ensuring that attendance and leave records were precise. The final week was dedicated to completing a study that analyzed the hiring process, identified bottlenecks, and proposed recommendations for improvements.

My internship at Biswas Builders Limited was an incredibly transformative experience that provided me with the knowledge and skills necessary to build a successful career in human resources. I am thankful for the opportunity to learn from experienced professionals, contribute to the company's growth, and gain hands-on experience in an engaging and challenging environment.

5.2 Work Condition:

I worked in a professional and encouraging environment as Mohammad Jahid mentor during my three-month HR internship at Biswas Builders Limited. The HR department was efficiently organized, featuring a supportive staff and readily available resources, including current HR tools and processes. Daily operations reflected a commitment to quality and innovation, creating a positive atmosphere for learning and engagement. Under the guidance of Mohammad Jahid, I frequently received feedback and support. Our weekly meetings allowed me to talk about challenges, establish objectives, and evaluate my advancement. His inclusive approach to leadership enhanced my confidence and ability to make decisions by inspiring me to engage actively in HR-related tasks and discussions.

My internship's structured assignment progression enhanced my learning. Initially, I handled basic administrative duties such as sorting HR documents, inputting data, and monitoring employee records. Over time, I embraced more complex responsibilities, including coordinating

training sessions, assisting with recruitment processes, and analyzing employee engagement metrics.

This gradual rise in responsibility kept the work engaging and allowed me to gain a deeper understanding of HR functions. Biswas Builders Limited prioritized safety highly. To ensure that every team member, including interns, understood safety protocols, regular safety drills and training sessions were conducted. Another essential aspect was quality control, with rigorous processes established to ensure that all HR procedures met the highest standards. This focus on quality and safety assured a secure and efficient working environment.

5.3 Overview of Acquired Skills

I developed new abilities during my internship. The internship helped me gain both technical and interpersonal skills. My career progression relies on the skills I have acquired. Through these technical and interpersonal skills, I learned about technology, effective time management, data analysis, the processes of hiring and selection, documentation and compliance, employee engagement initiatives, collaboration, and computer programs like Microsoft Word and Excel. These competencies are now essential for my professional growth. In the future, these skills will aid me in securing better job opportunities.

5.4 Experience Gained as an Intern in the Company

Comprehensive HR Expertise: Gained insights into various HR responsibilities.

Company Culture: Identified BBL's commitment to innovation and excellence.

Professional Connections: Built strong relationships with both managers and colleagues.

Contribution to the Organization: Assisted in achieving organizational goals and HR initiatives.

Ethical Understanding: Recognized the importance of ethical HR practices.

Growth Orientation: Fostered a mindset focused on ongoing learning and personal development.

Chapter 6: Conclusion

The internship at Biswas Builders Limited was a transformative experience that equipped me with extensive insights into the construction industry. This conclusion encapsulates my key takeaways, observations, and experiences from the internship while highlighting its impact on my career development and future aspirations. The internship served as a comprehensive learning experience that bridged the gap between theoretical knowledge and practical application. Through active involvement in various projects, I gained a more profound understanding of construction processes, project management techniques, and the importance of sustainability and quality within the industry. The exposure allowed me to put into practice the theoretical concepts I had learned in class, enhancing my critical thinking and problem-solving skills.

All things considered, this internship gave me the chance to demonstrate my expertise and contribute to the field. I am appreciative of the guidance and support I received from my mentors and supervisor. Additionally, my internship experience is the focus of the entire project paper.

6.1 Lists of Abbreviations

BBL: Biswas Builders Limited

HR: Human Resources

HRM: Human Resource Management

CV: Curriculum Vitae

Appendix-1

Appendix-1: Certificate of Appreciation



Biswas Builders Limited

Ref: BTC/HRD/45/24
Date : 01 October, 2024

To
Dr. Ehatasham Ul Hoque Eiten
Assistant Professor & Head
Department of English
Daffodil International University
Daffodil Smart City, Birulia, Savar,
Dhaka – 1216.

Subject : Internship Training opportunity for Student of DIU.

Dear Sir,

With reference to your letter dated on 30 September, 2024 Ref: Internship Placement//242 to give opportunity to your student in our company, we are announcing with immense pleasure to offer internship opportunity to your student. We assign your student Ms. Fariya Akter (ID- 201-10-2291) for the Human Resources Department of BBL Corporate Office. During the training period she has to work according to the instruction of the concern instructor. Her internship shall be from 01.10.2024 to 31.12.2024 (twelve weeks duration) as you require in your concern letter. During this time she has to maintain the working hour according to company regulation. No TA/DA or any other allowance will be provided for the internship. After the successful completion of this training we will provide her a certificate.

Sl.	Students' Name	ID No.	Program	Major
1.	Ms. Fariya Akter	201-10-2291	BA in English	English

Thanking yours,

Md. Idris Howlader
Deputy General Manager
Human Resources Management



C.C.:

- Executive Director
- Ms. Fariya Akter (ID- 201-10-2291)

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Appendix-2: Working Time



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