

Recruitment & Selection process of **“Radiant Pharmaceuticals Ltd”**



Internship report
On
Recruitment & Selection process of
“Radiant Pharmaceuticals Ltd.”

Course Code: INT- 4399

Submitted To:

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Letter of transmittal

1st January, 2019

Rehan Masoom
Assistant Professor
School of Business & Economics
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Subject: Internship report on “Recruitment and Selection process of Radiant Pharmaceuticals Ltd.”

Sir,

By means of outstanding admiration and mammoth gratification, I am acquiescing the internship report on “Recruitment and Selection process of **“Radiant Pharmaceuticals Ltd.”** Which was dedicated by you to me and it is an indispensable prerequisite of the practicum program. This is a colossal prospect for me to collect cosmic data and it is clasped by suitable approach. This schoolwork is relatively eye-catching, advantageous & perceptive. I have strained to give my preeminent to make an actual & commendable report. Through this report I exasperated to provide strong perception about the whole purposes of recruitment and selection process of Radiant Pharmaceuticals ltd. Through your debriefing & disapproval on the report, I have been able to learn so many things and got chance to study more & enhance of my understanding. There are so many faults have occurred when I was making the report though I have given my best effort on it.

Therefore, I hope you will ponder the mistakes which might have took place in this report despite of my trying best. Thanking you and I hope that this report will qualify your approval.

Sincerely yours,

Monjur Morshed
ID: 111 152 242
BBA Program
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Pupils Announcement

It is going to proclaim that the internship work authorized “Recruitment and Selection process of Radiant Pharmaceuticals Ltd.” is a unique exertion that is completed by me underneath the supervision of Rehan Masoom, Assistant professor, United International University. It will fulfill the partial requirement of Internship Program because it is the part of internship program. Before this report has not been submitted yet in any university or institute.

Controller Certificate

It is declared that the internship report on “Recruitment and Selection process of Radiant Pharmaceuticals Ltd.” which is being acquiesced of Bachelor of Business Administration along with the core in Human resource management; from United International University & this report is approved by Monjur Morshed, comportment identity card: 111 152 242, beneath of my observation.

Acknowledgements

Before preceding any further, to almighty Allah I would like to express my deep gratitude for giving me the strength of finishing this internship report within the given time. Massive attention & time in every step of this report were needed. Moreover, this gave a factual feeling of creating & helped me enough for understanding my capability of working in something like this.

I want to give thanks the entire person who have helped me to make this report perfectly & it is the chance to express my deep appreciation of those beloved person because their dedication & collaboration was significant to make this report in perfect manner.

Firstly, I would like to show my gratitude towards:

Muhammad Rehan Masoom

Assistant Professor
School of Business and Economics,
United International University

Mostofa Mahmud Arif

Deputy General Manager
Radiant Pharmaceuticals Ltd.

Last but not the least I also recognize the effort and assistance of the management team, employees and article writer students of Radiant Pharmaceuticals Ltd. providing their immense support for the purpose of making this report as a comprehensive & successful one. Honestly, I must agree that without these people's help, this would have been very hard for me to prepare such a report. With all my feelings I am really thankful to them.

Executive Summary

Radiant Pharmaceuticals Limited is one the well-known Pharmaceuticals Company in Bangladesh. It has started its operations from 2008 and it is also a member of KRESTON INTERNATIONAL, a global network of self-governing pharmaceuticals company. Radiant Pharmaceuticals Limited has been providing several kinds of services. I have done my internship under Radiant Pharmaceuticals Limited's HRD and my Topic is **“Selection and recruitment process of Radiant Pharmaceuticals Limited”**.

For gaining a competitive advantage which is viable over competitors Human Resource is the most significant resource of every company. For creating a competent workforce several practices which were used globally by different company so that the HR resources can be managed. These Human Resource practices are treated as a set of principles which are used as a contributor which is probable for finding suitable personnel for improving their loyalty, obligation & productivity towards the company. For every company's Human Resource are the most important resource of each company to gain a viable competitive advantage over the competitors.

This report holds the summery of HR practices practiced by Radiant Pharmaceuticals Limited and how it's important for improving its manpower. This analysis is based on the expedition of mine being an intern of HRD.

The key resource department of every organization is Human resources to gain a defensible viable benefit done participants. Every organization has to manage their human resources because they are the asset for the organization. Every organization do numerous practices and those practices are accepted by internationally. By doing this various practice they can build a proficient employee. HR Practices are a set of values which is used as a possible provider that catch appropriate employees developing freshman, output & trustworthiness on the way to the corporation.

I have modestly tried in my report for upholding all the HR practices & actions by Radiant Pharmaceuticals Limited, finding the weaknesses will draw them back & make some recommendation that may make their situations better.

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Chapter One:
Introduction

Introduction of the Report

In today's corporate world HRD is the most emerging department in today's new age. Through formerly big organizations of the corporate world couldn't recognize the importance of HRM but today the situation has changed, every reputed organization is emphasizing on HRM practices for its betterment. The main motto behind this new changed view toward HRM is realizing that a company runs by the HR of the company, not with the machines. So, if any company intends to gain long term success there is no other option than maintaining proper human resource practices. So, like any other organization Radiant Pharmaceuticals Limited is also conscious enough in terms of practicing HRM. In this report my main purpose is detecting the zone recruitment and selection process of Radiant Pharmaceuticals Ltd.

Background of the report

It can be said without any doubt that the corporate world is rapidly changing. So, the HRM has to be well equipped for dealing with such changing possessions as it is an important part of the organization. For HRM these changes indicate globalization, workforce diversity, technology changes and many more. On the other hand, skill changing requirements, decentralized workforce, contingent workforce, continuous improvement initiatives and employee involvement are the confronting issues. So, now one of the biggest challenges for HRM is supporting the company by providing best personnel for a required suitable position in the shortest possible time. It starts with planning & recognizing the vacancies for them which is indeed a great task. Furthermore, attracting & selecting the suitable applicants & choosing the best person in another challenge.

One of the major costs of a company is the cost of the recruiting employees. So, planning properly and formulating those plans is the task which requires improvement and more focus.

Equal opportunity & sourcing are also a vital role. We tried to find the differences & similarities between the theoretical aspects by realizing this need with the help of taking some practical steps taken by the company, also automation process of requirement and selection through human resource software that is important with right software vendor selection.

Scope of the report

I have completed this report through extensive conversation with the various employees of the company. One of my colleagues provided me a pamphlet by the asset management company which helped me a lot in formulating the report. During the making of this report I came to know a lot of things about this Pharmaceuticals Company and got the opportunity to apply my knowledge practically in the recruitment and selection process of Radiant Pharmaceuticals limited.

Objective of the report

The primary purpose of making this report is providing an enhanced analysis on the Selection and recruitment process in Radiant Pharmaceuticals Ltd. This report will come out with the view of how Radiant Pharmaceuticals Ltd. is focusing of different process of selection & recruitment.

- **Broad Objective:**
 - Identifying what sort of selection & recruitment process are held by Radiant Pharmaceuticals Ltd. Enhancing my experience.
- **Specific objectives:**
 - Knowing the internal structure of the administration & management.
 - Analyzing over all requirement and selection process of that company.
 - For overcoming complications recommending essential steps.

Source of the report

➤ **Primary data:**

Principal sources of information are those that we collect directly from the events, practices, or conditions and these are the first-hand information. All-purpose, documents which were generated by the onlookers when the events are occurred. I have together these data from through primary sources of information, we get that information which has been collected directly from the practices, events or conditions and this information are considered as his first-hand information.

For this report I have collected the primary data by following the procedure mentioned below:

- I have conducted a face to face discussion with the relevant officers
- I have made undeviating interpretations
- I have directly observed my co-workers while working in the company
- Real exertion
- Interview with Head of HR

➤ **Secondary data:**

Information which is collected from the third party, documents, and files of the company or any events is called the secondary sources. The secondary data of this company was collected in the following way:

- Annual report of Radiant Pharmaceuticals Ltd.
- Different text books.
- Website of the Radiant Pharmaceuticals Ltd.
- Internal files & folders of Radiant Pharmaceuticals Ltd.
- Daily diary activities of Radiant Pharmaceuticals Ltd.
- Different publications of the company

Limitation

Though I have tried my level best for making this report on the base of available complete information & facts, but still I had to pass through limitations which I believe were inevitable. I really had to work hard to gather all the information, carrying out the calculation and completing the assignment as we couldn't get much information from the company's website. Our limitations include:

➤ **Incomplete Information**

- While collecting, in many data I have found incomplete answer from the sources. This occurrence also hampered my work to be correctly done in time. From some personnel I have also found some responses which misleads.

➤ **Time limitation**

- I had a small chance for spending enough time in the office premises so that I could not be able for preparing such a vast report within such a short time of period.

➤ **Short experience**

- As I have tiny experience of working on such a big plan & in the stage of learning, I did try my best with my heart & soul for preparing this report professionally.

➤ **Lack of Current Data**

- During preparing this report I have tackled a problem of lacking updated and current data which really made an obstacle for me while preparing the report.

Chapter Two:
Company Profile

Company Overview

Radiant Pharmaceuticals Limited manufactures and markets medicines and Medicare products. . Its product portfolio includes anti-infective products, CNS products, and products of metabolic disorders, anti-ulcer and anti HIV products, NSAIDs, products of dermatology, CVS products, and vitamins. The Company was founded in 2005 and is based in Dhaka, Bangladesh.

Radiant Pharmaceuticals Limited provides three types of services such as:

- R&D
- Custom Manufacture
- Core Technologies

Mission Statement

- To achieve profitable growth in business endeavors as a reputed and flourishing corporate organization.
- To ensure that the corporate performances are achieved by sincere efforts motivated to contribute through innovation and drive to deliver quality products and services with determination to lead and win.
- To strictly adhere to the professional, social, environmental and regulatory requirements ensuring the highest possible compliance to the ethical standards and practices.
- To emerge and continue as caring corporate citizen through providing support and services for the welfare of the employees and the society.

-

Vision Statement

Radiant is to flourish as a leading performer in areas of activities and to excel as a caring corporate citizen committed to a high ethical standard in our business, products and services.

Values

Improve human's health and quality of life.

Organizational History

2011

- Export Approval from the National Agency for Food and Drug Administration and Control (NAFDAC), Nigeria.
- ISO (9001:2008) Surveillance Audit.
- Pharma Technical (PT) Good Manufacturing Practice (GMP) Audit by Roche.

2010

- ISO 9001:2008 Quality Standard certified by Orion Register Inc., USA.
- GMP Compliance, Medicines Control Authority of Zimbabwe.
- GMP Compliance, Pharmacy and Poisons Board, Kenya.
- ISO (9001:2008) Surveillance Audit.
- ISO (9001:2008) Certification.
- Renewal of Biological & Non-biological product manufacturing license.
- For compliance with cGMP according to the Compendium of guidelines and related materials.

2009

- Technology Transfer Initiative agreement with Roche Pharmaceutical Division
- Site transfer from Novartis (Bangladesh) Ltd. to Radiant Pharmaceuticals Ltd
- Pharma Technical (PT) Good Manufacturing Practice (GMP) Audit by Roche

2008

- Manufacturing & marketing of Radiant brands.

2006 to 2007

- Manufacturing & marketing of Roche licensed pharmaceutical brands.
- GMP Inspection according to AIDS Technology Transfer Initiative by Roche.

Location

Corporate Head Office:

House No: 22/1, Road: 2, Dhanmondi, Dhaka 1205

Tel: 028611661

Email: info.pharma@radiant.com.bd

Website: www.radiant.com.bd

Plants:

- **Radiant Pharmaceuticals Limited:** B-46, BSCIC I/A, Tongi, Gazipur, Bangladesh
- **Radiant Nutraceuticals Limited:** B-34, BSCIC I/A, Tongi, Gazipur, Bangladesh
- **Pharmacia Limited:** B-34, BSCIC I/A, Tongi, Gazipur, Bangladesh

Distributions Centers:

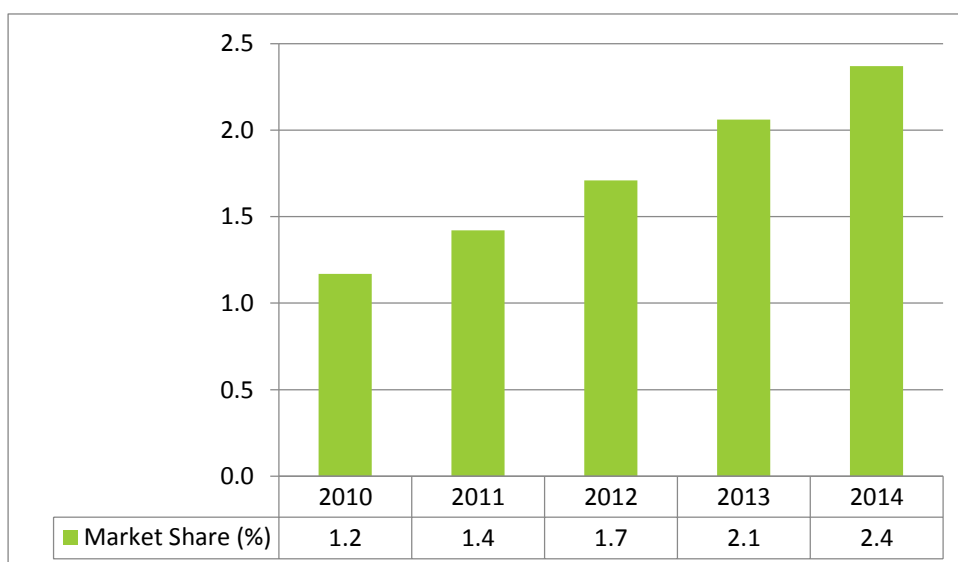
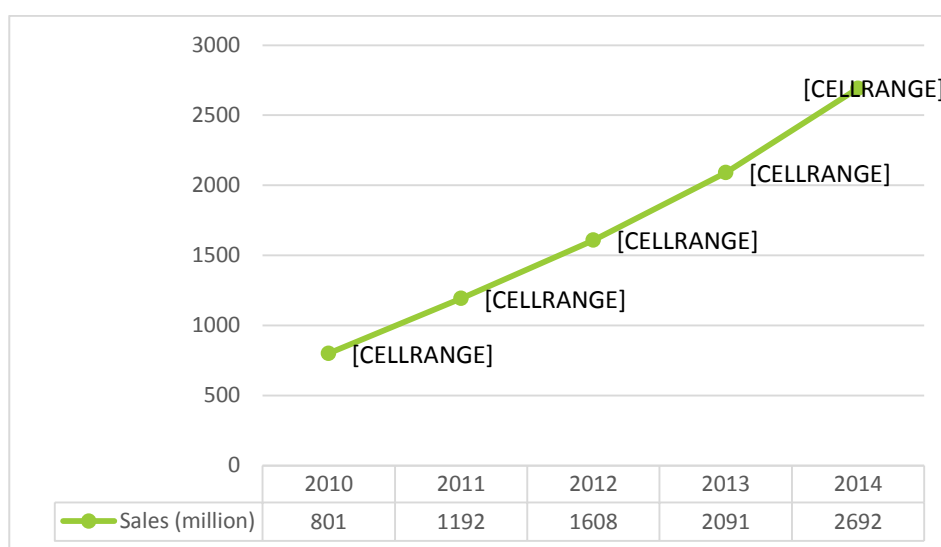
Radiant has 30 depots in all over the country including Central Depot.

- | | |
|-----------------------|------------------------------|
| 1. Barisal Depot | 16. Maizde Depot |
| 2. Biotech Depot | 17. Rajsahi Depot |
| 3. Bogra Depot | 18. Rangpur Depot |
| 4. Central Depot | 19. Sylhet Depot |
| 5. Chittagong Depot | 20. Tangail Depot |
| 6. Comilla Depot | 21. Uttora Depot |
| 7. Dhaka Depot | 22. Cox Bazar Depot |
| 8. Faridpur Depot | 23. Dinajpur Depot |
| 9. Feni Depot | 24. Brammanbariha Depot |
| 10. Jessore Depot | 25. Central Warehouse |
| 11. Khulna Depot | 26. Chadpur Depot |
| 12. Kushtia Depot | 27. Narshindi Depot |
| 13. Moulvibazar Depot | 28. Patuakhali Depot |
| 14. Mymensigh Depot | 29. Rexime Centrla Warehouse |
| 15. Narayangonj Depot | 30. Shatkhira Dipot |

Business Activities

Radiant, an enterprise of almost one decade old, has become one of the leading pharmaceutical companies of the country. With all the modern facilities Radiant manufactures medicines in different formulations like tablets, capsules, syrups, ointments, creams and injections. Sales contribution by business unit of last 5 years is given in Chart.

Radiant in 2014	
Value (Crore)	269.5
Growth	29%
Share	2%



Market Share in the Industry

Export

Radiant is also the sole distributor, importer and manufacturer of Roche for Bangladesh. Radiant has already stepped into the international market & started exporting medicines in different countries of the world.

On 2011 Radiant has formed another Pharmaceuticals manufacturing company, Pharmacy Limited.

On November 2011, Undies Corporation of Korea has appointed Radiant Business Consortium Limited as their sole agent & Distributor for Bangladesh.

Products of Radiant Pharmaceuticals, Nutraceutical and imported products of Radiant Business Consortium are distributed all over the country through 24 distribution centers of Radiant Distribution Ltd. Radiant Distribution Limited is a modern distribution house with air conditioned ware house, cool chain storage system, computerized invoice system, IT based distribution network system and equipped with tailor made distribution transport system.

Code of Conduct

➤ **Dress Code:**

Male

- Full sleeve shirt
- Pant (formal)
- Blazer/Suit (when and where required)

Female

- Salwar Kameez/Saree
- Formal Footwear
- Shawl/Sweaters

➤ **Formal Conversation:**

Within the company employees are always try to maintain a formal conversation with each one, because it is said to the employees after joining to do so.

➤ **Telephone using:**

Employees are completely restricted to do personal calling by the office telephones. If any employee need to talk with their family he/she have to use his/her own mobile. But no one can use office sim card number.

➤ **Company property:**

Employees have to be very careful during using company's property like telephone, printer, photo copy machine etc.

➤ **Computer Using:**

When employees use their computer it is control by the IT department. So if any one tries to do any unusual things he/she get caught by the IT department.

➤ **Personal Property:**

Worker should keep his/her personal issue in safe place. If something is lost/ misplaced from his/her Desk, beaming isn't to blame for that.

➤ **Smoking:**

Radiant's premise has been decaled a non-smoking zone. Workers preferring to smoke are suggested to use designed place for smoking. Cooperation of beat this regard is extremely considerable.

➤ **Clean and fresh:**

Employees have to clean their own desk and always try to keep them fresh and their dust clean from dust or dirt.

➤ **Access to the colleagues Desk/Pc:**

Without permission, workers shouldn't touch/go through their peer's documents whether or not it's hard/ soft copy.

Products of the Radiant Pharmaceutical Ltd

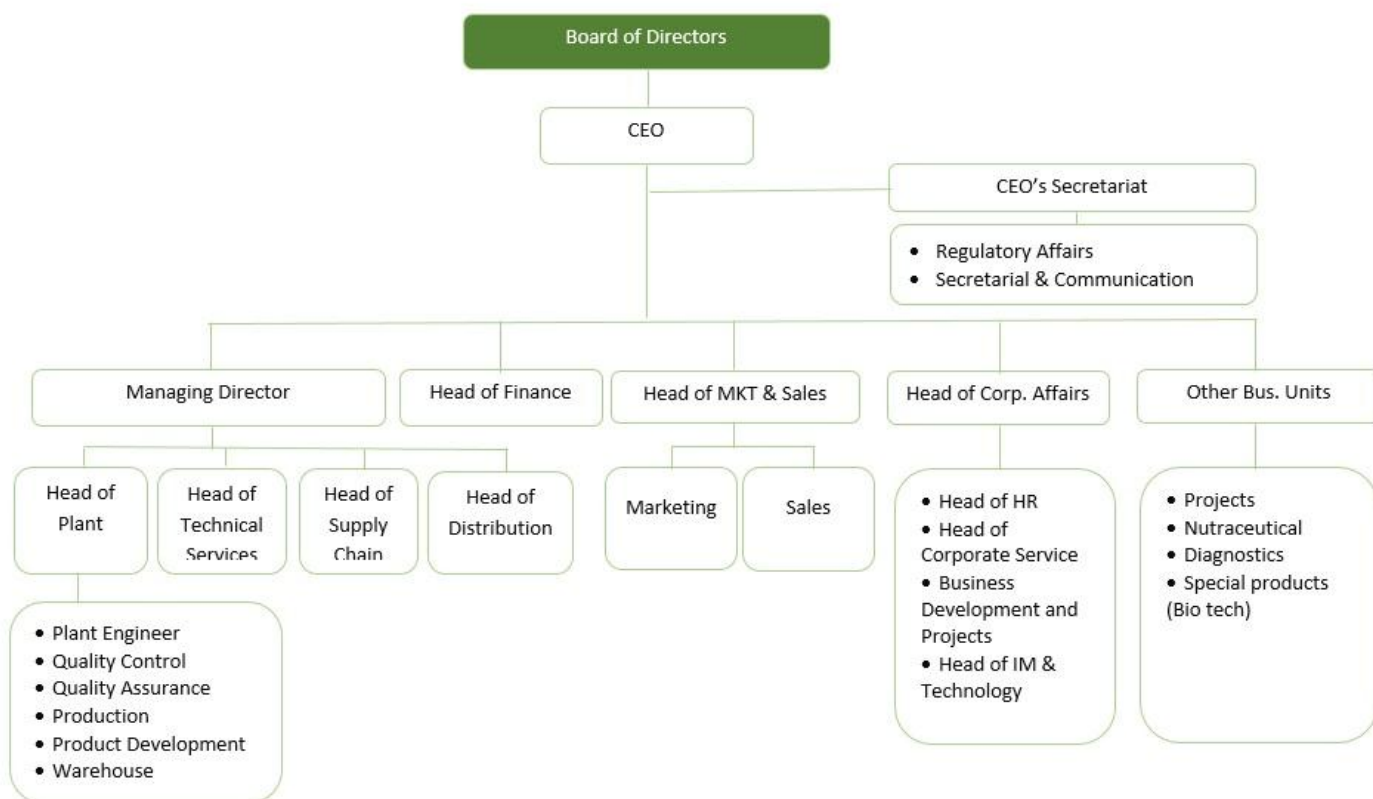
Antiasthmatic		Antibiotic Products				
Fylox™ Doxofylline	Xyflo™ Montelukast	Acos™ Azythromycin	Rofecin™ Ceftriaxone	Rofixim™ Cefixime	Rofurox™ Cefuroxime	Winbac™ Ciprofloxacin
Antispasmodic		Rofurox™ Cefuroxime	Rofuclav™ Cefuroxime + Clavulanic acid			
Calcium		Antihypertensive				
Coralcal-D™ Calcium + Vitamin D-3	Coralcal-DX™ Calcium + Vitamin D-3	Duovas™ Amlodipin + Olmesartan	Sevitan-HITZ™ Olmesartan + Hydrochlorothiazide	Sevitan™ Olmesartan	Precon™ Losartan Potassium BP	Precon Plus™ Losartan + Hydrochlorothiazide
Antiemetic		Dilatrend™ Carvedilol	Antulcerant			
Novatron™ Calcium + Vitamin D-3	Novatron™ Calcium + Vitamin D-3	Exium™ Esomeprazole	Exium™ Esomeprazole	Exium MUPS™ Esomeprazole	Pantium™ Pantoprazole	Prompton™ Rabeprazole
Multivitamin & Multimineral		ZILON™ Omeprazole				
Atoz™ Multivitamin & Multimineral	Atoz™ Multivitamin & Multimineral					
Anti-Convulsant/ Anti-Epileptic						
PRELICA™ Pregabalin						
NSAID						
TORADOL™ Ketorolac	Tilkotil™ Tenoxicam	NAPROSYN™ Naproxen	Avenac™ Acecofenac	TORADOLIN™ Ketorolac		
NAPROSYN Plus™ Naproxen + Esomeprazole						
Antidiabetic						
Radiglip™ Sitagliptin	Radiglip-M™ Sitagliptin + Metformin	Radimet™ Metformin				
Antihistamine						
Exler™ Ebastine	Fastel™ Fexofenadine	Minista™ Rupatadine				
Anti-arthritis Supplement						
CartiCare™ Glucosamine + Chondroitin Sulfate	CartiCare Max™ Glucosamine + Diacerin					

Antidepressant	
Andeptram™ Escitalopram	
Antiobesity	
Xenobese™ Orlistat	
Bisphosphonate	
BonoVa™ Ibandronic Acid	
Gastro-Prokinetic	
Efodio™ Domperidon	
Lipid Lowering Agent	
Frenvas™ Atorvastatin	
Vitamin B Preparation	
Necobex-B™ Vitamin B1 + B6 + B12	

Company Profile

Company Name	Radiant Pharmaceuticals Limited
Founded in	2005
Number of Employees	3286 (as on 30 st October 2018)
Corporate Headquater	22/1 Dhanmondi, Road 2 Dhaka-1205, Bangladesh
Manufacturing Site	B-46, BSCIC Industrial Estate, Tongi, Gazipur-1710, Bangladesh
Mnufacturing Facilities	Non-beta lactum
Dosage Forum	Tablets Capsules Powder for Suspension Injectable (Toll Manufacturing)
Global Partners	F. Hoffmann-La Roche Limited, Switzerland. 
Achievements	ISO 9001:2008 Quality Standard certified by Orion Register Inc., USA. Roche GMP Compliance. GMP Compliance, Pharmacy and Poisons Board, Kenya. GMP Compliance, Medicines Control Authority of Zimbabwe, (MCAZ). Export Approval from the National Agency for Food and Drug Administration and Control (NAFDAC), Nigeria. Received registration of 8 pharmaceutical products at the Department of Pharmacy and Drug, Ministry of Public Health, Republic of Cameroon.

Board of the directors

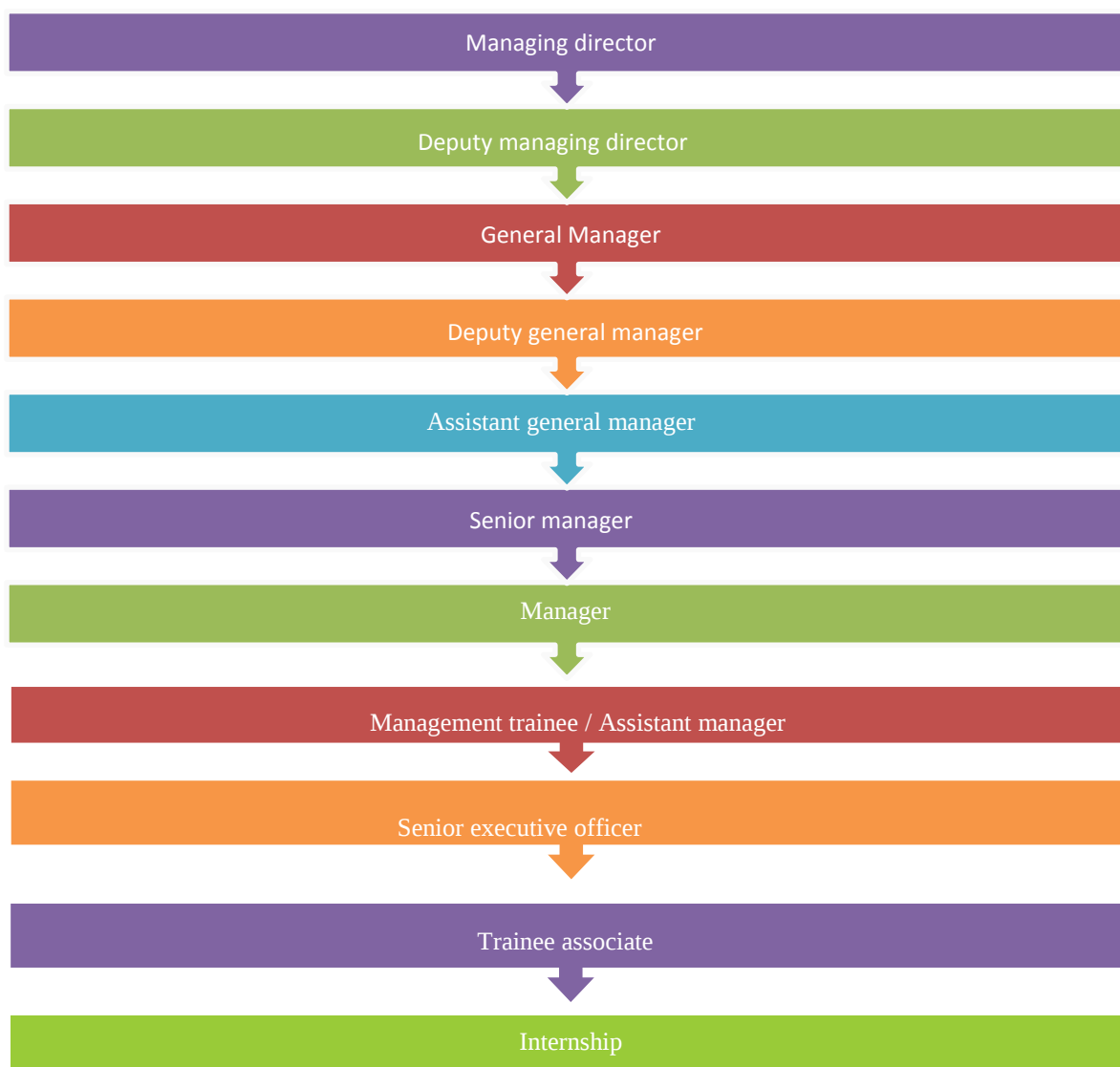


Total Quality Management System



The TQM system is aimed to ensure that all processes consistently follow standard operating procedures and to assess personnel performance & competence. The TQM system is designed for 'Zero Defect Product' and every employee of the company is an active team member for implementation of the TQM system. Evaluation and approval of all procedures are done by the QA Department. The plant has a fully equipped laboratory testing facilities and has an adequate number of competent and experienced qualified personnel to carry out the manufacturing operations as well as the necessary chemical and microbiological analysis. The QA department is responsible for preparing, issuing, updating, approving, storing and controlling all GMP relevant documents.

Organizational Structure





Chapter Three:

My Internship at the Radiant

Pharmaceutical Ltd

Job responsibilities as an Intern

I was given the chance to figure within Radiant Pharmaceuticals Ltd. for 3 months from 10th June to 10th September. It absolutely was a part of my program. As my minor is Human Resource Management, I Worked in Human Resource Management as associate degree intern wherever I had learnt many things about recruitment and selection process of human resource division of The Radiant Pharmaceuticals Ltd. Before change of integrity Radiant Pharmaceuticals Ltd, I believed that it might be an awfully troublesome job on behalf of me. Later, my thinking was changed.

✓ Description of the Job:

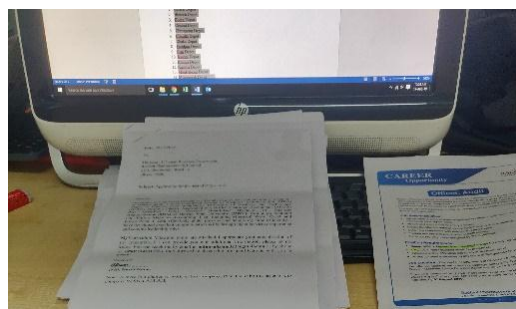
- Resumes collection
- Resumes screenings
- Preparing call list for interview
- Preparing attendance for various tests
- Preparing candidate summary
- Preparing basic exam paper
- Preparing attendance sheet
- Assign questions and exam papers
- Selected and rejected resumes
- Important papers photocopy
- Providing all necessary papers to the seniors
- Indexing and data entry
- Script Checking
- CV sorting

Resumes collection

During my internship when the CV comes to our office I was collecting those and send those to my seniors.

Resumes screening

After collecting CV my boss give those to me for screening from those. My goes give some criteria which I have to follow during screening CV. I give a sample picture of the procedure.



Preparing call list for interview

After screening those CV, I was writing the candidate name and number in a MS word 2013 file, and prepare call list for calling those candidates.

Preparing attendance sheet for various test

Sometimes I was preparing some MS word file for making attendance sheet for the candidates before their exams.

Preparing candidate profile summary for written, viva and practical test

Before written, examination or sensible check, I created candidate profile outline. Here I wrote candidates' name, father's name, mobile range, last education, university, birthday, experience.

Giving call for attend interview session

After basic exams and selecting candidate I was give call to them and give them a date and time to come and attend the interview session.

Assign question and exam papers

Sometimes, I go to the exam hall and arrange seat for the candidates and assign their questions as well as answer paper. As an example in 22nd July I was going to Radiant's training sector which is in Priyanka Centre, Uttara for taking candidates exams for DA position.

Selected and Rejected CV

Sometimes, Boss gives many CV for selecting and rejecting from them by some basic criteria.

Important papers photocopy

When the office boys are busy sometimes boss send me to the photocopy man for photocopy some important papers.

Providing all necessary papers to internee and in-plant trainee

I made contact with internee and in-plant trainee. I also provided them joining letter, allowance paper, certificate. Allowance letter is only applicable for internee.

Indexing and data entry

I created contact with prisoner and in-plant tyro. I conjointly provided they change of integrity letter, allowance paper, certificate. Allowance letter is simply applicable for prisoner.

Taking Exams for DA position

I take exam of DA candidates in July 22, 2019. And From 30 candidates we select 23 candidates who are get Good marks in that exam.

Script checking:

After taking exam I check some of the script of those candidates and give them marks out of 50.

CV sorting

Sometimes I do CV sorting by the criteria of requirements. As an example- If the requirement is the candidate have to having experience at least 2 years than, I rejected those CV who have less than two years work experience.

Observation

Limitation of workforce:

The recruitment and selection unit of division maintain their responsibilities with a great care. It makes sometimes thus trying operating surroundings for existence workers.

Tons of paper work:

The recruitment and selection unit of division of the Radiant Pharmaceuticals restricted has used various paper works. From requisition to business enterprise conclusion, paper is used in both sides. So because of that tons of paper is wasted.

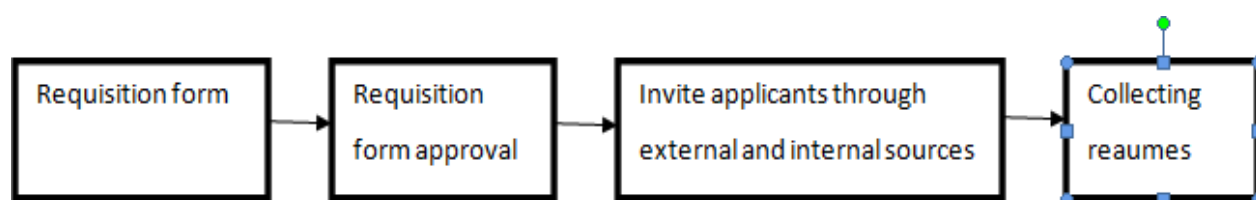
Proper use of internal sources of recruitment:

The recruitment and selection unit of division maintains smart moves in term of its internal sources. Once it has any achievement method, unit of time division denote achievement advert on each notice of every brunch. Radiant publishes this advert on their desktop network. So, employees of Radiant able to see the advert unit of time division additionally maintain contact with different divisions' workers so they'll advocate others to use here. However they are doing not post an advert in their official website.

Recruitment process and academic learned:

I think the Radiant Pharmaceuticals restricted achievement method is right method. It matched what I actually have learned within the book. Additional or less, they're same. Thus, I failed to notice any pair between them.

Recruitment process of Radiant



Lesson I learned from the internship

Time Management

Sometimes, my boss give me so much works in a particular time, so for doing all this I have to maintain time, so by this experience I learned how to manage time for my work properly.

Communication skills

By doing this internship in Radiant I was able to improve my communication skills which was not that much good before.

Stress Management

If anyone try to get his/her success he/she have to maintain his/her stress during work. During work time I also get stressed but slowly I started to understand how to manage those stress.

Teamwork

When I go to utara for taking DA exam, I get communicate to the other colleagues and we work like a team together and from here I learned how to work as a team.

Politeness

By doing the internship I was able to learn how polite you behave with your employees and customer, and this is a very important thing to learn.

Chapter Four:
Recruitment & Selection
Process of Radiant
Pharmaceuticals Ltd

Department of Human Resources

Radiant Pharmaceuticals Ltd. contemplate that success depends on the collective effort of entire work force. Human resource division of the Radiant Pharmaceuticals Ltd. has comprehensive policy and procedure that follow best approaches with legal and moral thought. The key purpose of HRD is to introduce structure policy and associated with workers of Radiant Pharmaceuticals Ltd. It offers specific guideline of operation of human resource division with associate expected standards.

It conjointly provides specific direction relating to the assessment, evaluation, reward system and long run advantages of workers of the beaming prescription drugs Ltd. It sends a transparent image regarding expected standards. The workers get plan of their gift standing, growth and price addition method within the organization. The human resource division may be a central reference of worker relations and policies. Every policy may be a guideline to be used with discretion, understanding and management within the spirit during which the policy is written.

Human Resources Functions

- Selection and Recruitment
- T & D
- Transaction of HR division
- Legal

Human Resources Model

The management task is to cause the people to be as creative and productive as possible.

Policy Area	Control-Based HRM	Commitment-based HRM
Job design principles	Sub-division of work; specific job responsibility- with accountability	Broader jobs; combined planning and implementation; teams
Management Organization	Top-down control and coordination; hierarchy; status symbols	Flat structure; shared goals for coordination and control; status minimized
Compensation	Fair day's pay for a fair day's work; job evaluation and appraisal; individual incentive	Reinforcing group achievements; pay geared to skill; profit sharing
Employee Voice	Unionized (damage control, bargaining); Non unionized (attitude surveys)	Mutual mechanisms for communications and participation;
Labor Management Relations	Adversarial	Mutuality; joint problem-solving and planning
Management Philosophy	The boss dictates; management obligated to stakeholders	Fulfillment of employee's needs

Other several functions

➤ **Formulation of HR Policies:**

H.R manager ought to arrange acceptable human resource policy within the organization and check out to formulate it.

➤ **Procurement and selection of efficient employees.**

➤ **T & D:**

After recruiting and therefore the workers within the right place subsequent step is to coach and development the Human Resources collected recently. There area unit totally different methodology of coaching and development.

➤ **Transfer & Promotion:**

HRD handle the transfer and promotion of employees when it necessary.

➤ **Analyzing Job:**

Job analysis could be a systematic exploration of the activities inside employment. It's a technical procedure accustomed outline the duties, responsibilities and accountabilities; of employment. This analysis involves the identification and outline of what's happening on the task.

➤ **Maintaining work environment:**

Maintenance of operating atmosphere could be for each organization. Maintaining a healthy work atmosphere not solely a correct issue to try however it conjointly advantages the leader, like-increase in productivity, and increase positive perspective towards their organization.

➤ **Employees promotion:**

Employees ought to be protected. While not preventive measure the human resources of the organization won't perform well/ properly. Though safety is everyone's responsibility, it ought to be a part of the organization culture: prime Mgt. should show its commitments to safety by providing resources to get safety devices and maintaining instrumentality.

➤ **Remuneration:**

Workers come back to figure within the organization for obtaining remuneration. Without remuneration Human resources cannot work. The human resources ought run provided cheap remuneration to figure properly.

➤ **Employee services:**

They will run service packages to figure properly.

➤ **Job and evaluation:**

While not job analysis potency can't be judged.

- **Labor management relation:**
Harmonious leader worker relation. Traditionally the link between labor and Mgt. was designed on conflict. There are numerous reasons for dangerous human relations and variety of the way to extend it. We must always attempt to decrease the dangerous human relation and increase sensible human relation.
- **Workers Participation:**
Gift is democratic. Staff participation is a necessary condition for taking call and formulating rules and laws. As a result of staff area unit the sole supply of energy for implementing structure policies and operation machines instrumentality policies and operation machines instrumentality and win structure goal.
- **Agreement with Trade Unions:**
T.U is extremely powerful within the industrial context while not satisfying the T.U leaders the H.R managers cannot run the organization properly. That's why acceptable agreement with the T.U leaders is required.
- **Leadership and Co-operation:**
Without sensible leader AN org. cannot run properly. It ought to be guided for making certain co-operation. While not co-operation a frontrunner cannot correct utilize the resources simply.
- **Providing benefits and rewards:**
For obtaining co-operation from the Human resources the H.R managers ought to offer them profit packages and advantages.
- **Maintaining discipline:**
Discipline is important for and organization to figure properly. H.R.M manager ought to take correct disciplinary action indiscriminately once trait arises.
- **Career Planning and Development:**
H.R manager ought to attempt to set up for the event of career of its H.R's. Career suggests that the pattern of labor connected expertise than span the course of a private life. Career development of career its H.R's. Career suggests that the patterns of labor connected experiences than span the course of a private life, career development appearance at the semi-permanent career effectiveness and success of organization personnel.
- **Handling Grievances:**
Time unit managers ought to handle all supply of grievance placed before them truth absolutely and thoroughly. Trait and unrest is also corrected.
- **Check employee's needs:**
HR manager always try to keep identifying what is employees needs and wants.

Standard procedures of recruitment and selection process

The recruitment procedures of Radiant Pharmaceuticals Ltd are really up to the mark & transparent. During the beginning of recruitment process first of all the HRD gives an ad at the local newspaper regarding the position then it also posts job circular at the website of bd.jobs.com. Then they receive applications of various applicants through e-mail & via postal. After exceeding the application duration, a written test is arranged by Radiant, from this written test results candidates are short listed for giving an interview in which if the candidates are selected will be asked to give medical test for the further process. If in the medical test selected candidates are found fit only then the committee of management will recruit him / her for the following job designation. Radiant Pharmaceuticals Ltd. gives an equal occasion for all of the following candidates who applied unrelated considering origin, sex, race, disability, religion, political affiliation / influence or age. Assortment & recruitments remain completed entirely based on job- associated segment. The merit-based recruitment is done in Radiant is done through the following.

→ Steps:
▪ Vacancy proposal of recruitment
▪ CV collection
▪ CV screening
▪ Processing of the interview
▪ Organizing presentation, written test etc.
▪ Interview session
▪ Recruitment finalization

Radiant Pharmaceuticals Ltd. conducts two methods of recruitments named external recruitment and internal recruitment. When a spot is created, Radiant Pharmaceuticals Ltd. Chartered Accountants firstly try to refill the vacant positions internally. If there isn't any appropriate candidate found internally only than the company considers for hiring externally. Radiant practices on internal & external sources both the optimal of source rather depends on location of the job / position and / or the employment level. For instance, referral is used extensively for upper management position worker.

Recruitment Philosophy

Our philosophy is simple, yet it sets us apart – “only the best match possible”. Rather than speculating employee needs or recruiting who are probable candidates for Radiant, they will select that candidate that matches the requirements and fit with the job.

The recruitment focuses on:

- Ensure equal opportunity
- Hire based on merits
- Provide broad access
- Demonstrate our values

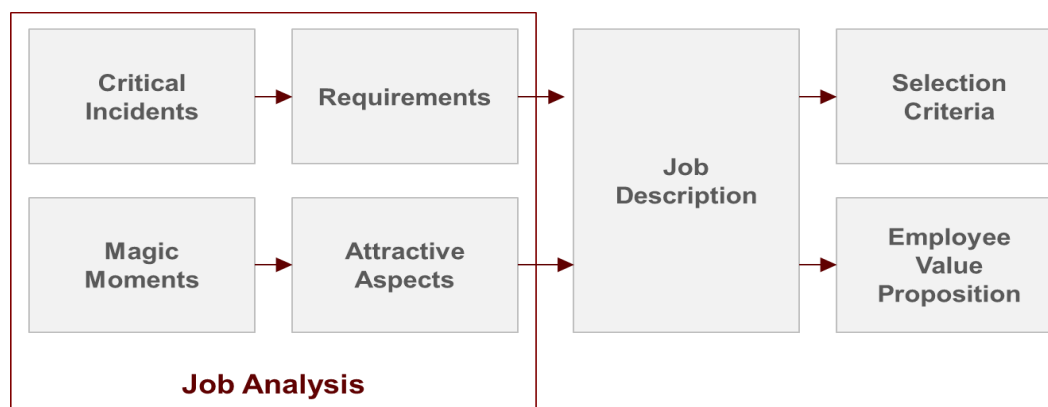
Goals of recruiting

A successful recruiting strategy allows a company to find the human capital it needs to move forward with business objectives and goals while growing profits. The most profitable innovations often come from a diverse team of individuals with shared goals. Similarly Radiant exercises some objectives and goals in recruiting include following:

- **Attract top talent:** Market in Bangladesh is dire of talented quality people, hence recruiting top talents as and when available is utmost priority. Attracting a top talent is a challenge, therefore Radiant making continuous efforts in maintaining networks to pool the talented candidates when becomes available in the market with handsome salary and benefits and with a structured company culture.
- **Gain competitive advantage:** Radiant hires and retains the suitable candidates to fit with the company's competitiveness, and limiting the talent availability in the market hurting competitors.
- **Workplace diversity:** Non-discriminating employee recruitment is a preferred in Radiant, hence people from diverse background, culture, demography and experience are always welcomed to develop a strong company culture.
- **Company growth:** Company gradually expanding year by year, therefore Nurturing fresh candidates is also a priority, as they bring new ideas, innovation and competition in the market that helps future growth of the company. This increases the company's capability as well as employees skills.
- **Replacements for turnover:** Radiant develops and keeps a pool of backup candidates for emergency when they needs employee.

Analyzing job

Analyzing job is a procedures of identifying the content of a job in terms of activities involved and attributes or job requirements needed to perform the activities. This is the most critical part before recruiting an employee. Generally, recruiting department manager combined with HR specialist design and develops a job analysis for the specific position to be hired in Radiant.



Job analysis produces information used for writing job descriptions (a list of what the job entails) and job specifications (what kind of people to hire for the job).

Recruitment methods

Recruitment is a process of generating pool of qualified potential candidates for a particular job. Radiant Parma follows two types of method during recruitment process:

➤ **Structural Recruitment**

A carefully structured recruitment plan maps out the strategy for attracting and hiring the best qualified candidate. Organization generally prepares a department wise annual budget for staff requirement for each fiscal year related to corporate projection. Each department head provides the employee requirement and associated budget for the designated position with proper justification for the approval of higher authorities. Generally a fix structure is decided with formal job analysis (job description and job specification) for each position during budget approval. The recruitment plan is typically developed by the hiring manager in conjunction with the Departmental HR Coordinator. HR head approves the requisition and executes the recruitment process.

➤ **Need Based Recruitment**

Apart from some regular fixed recruitment, organization also requires manpower to fulfill some position outside the budgetary plan for uncertain vacancy or for emergency need. Hence, the desired department provides the requisition to HR for initiating the process. Since no budget is defined in most cases, a committee or HR department defines the financial for the approval of higher authorities.

Recruitment finalization

- Finalizing candidates by the final review committee.
- Then the salary grade of the selected candidates will be fixed up by the head of human resource on the base of their professional experience & qualification in the field related.

As right now the company is not very large in terms of its size, its policy of recruitment is just perfect for this situation. But the company size is expanding day by day & it is trying to develop its HR department accordingly. Nowadays the company staffs working member from the internship students, through website application and newspaper advertising. But apart from these methods now they may use the following kinds as well:

➤ **Campus Recruitment System**

Campus recruitment system will help the company for choosing the fresh talented & intelligent employee. So, for getting the process as early as possible the company must take & follow steps.

Process of recruitment & selection at a glance

Step 1	:	To generate recruitment process needs a memo & assessment.
Step 2	:	Collecting CV by open source, web advertisement or printing, collection from existing market & internal recruitment.
Step 3	:	For required position sorting up CVs.
Step 4	:	Written test or first interview.
Step 5	:	Second interview.
Step 6	:	For the initially selected candidate credit check.
Step 7	:	With the candidate ultimate negotiation.
Step 8	:	Approving memo for the selected candidate.
Step 9	:	Providing appointment letter.
Step 10	:	Submitting for management approval.

Procedure of CV-Screening

In the selection process Radiant has a variety of various valuation methods. The steps which are needed for being applied during the selection process are determined by Radiant. Formation of a selection sequence needs implementation of these steps which is arranged by a flow of people through the phases of candidates, applicants, offer receiver & finalist. Guidelines concerned to employee assessment Radiant are as follows:

Position	Preliminary	Final screening
Non-management position		Concerned officer of HRD
		Concerned division / department
Assistant manager & management trainee		Concerned officer of HRD
		Concerned division / department
Manager position for above assignment	Concerned officer of HRD division / department	Head of department
		Head of HRD

Processing for interview

- With the concerned interviewers fixing up the time.
- Fixing up the time & venue of interviewing.
- Issuing contact / Interviewing letter over the phone

Assessment sheet of recruitment

Name of the Candidate	Experience	Salary		Knowledge & qualification	Attitude/ Initiative/ Drive	Verbal Communication	Overall Present ability	Your Choice (in order of preference)
		Present	Expected					

Organizing written test

Human resource squad will arrange the typing / written test before the final interview.

Typing / Written test	Preliminary review	Final
Non-management position	Concerned officer of the HRD	Concerned HR officer
		Head of department
Management trainee/ Assistant manager & Above positions	Concerned officer of HRD	Concerned division / department

Interview

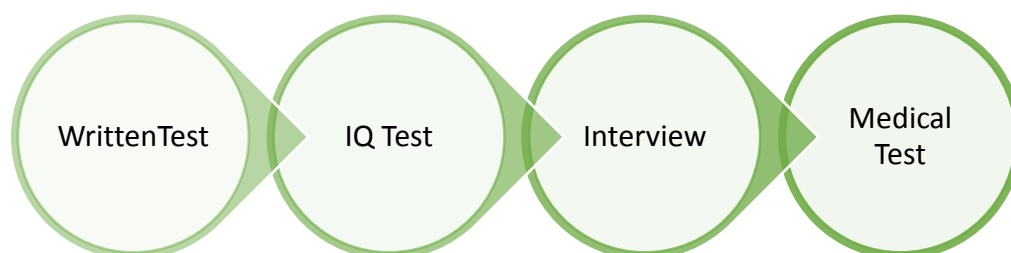
Position	Preliminary	Fin
Non-management cadre	Head of HRD & department/ division head	HRD head
Probationary officer		
Executive officer		
Sr. Executive officer		
Management trainee & above positions	Head of concerned departmental	Deputy Managing Director
	HRD head	General manager
		HRD head

The evaluation sheet should be submitted to the HR manager right after taking the interview by the number of primary interview members.

** For managing above positions & trainee MD & CEO sits separately at the end of the final interview session for finalizing.

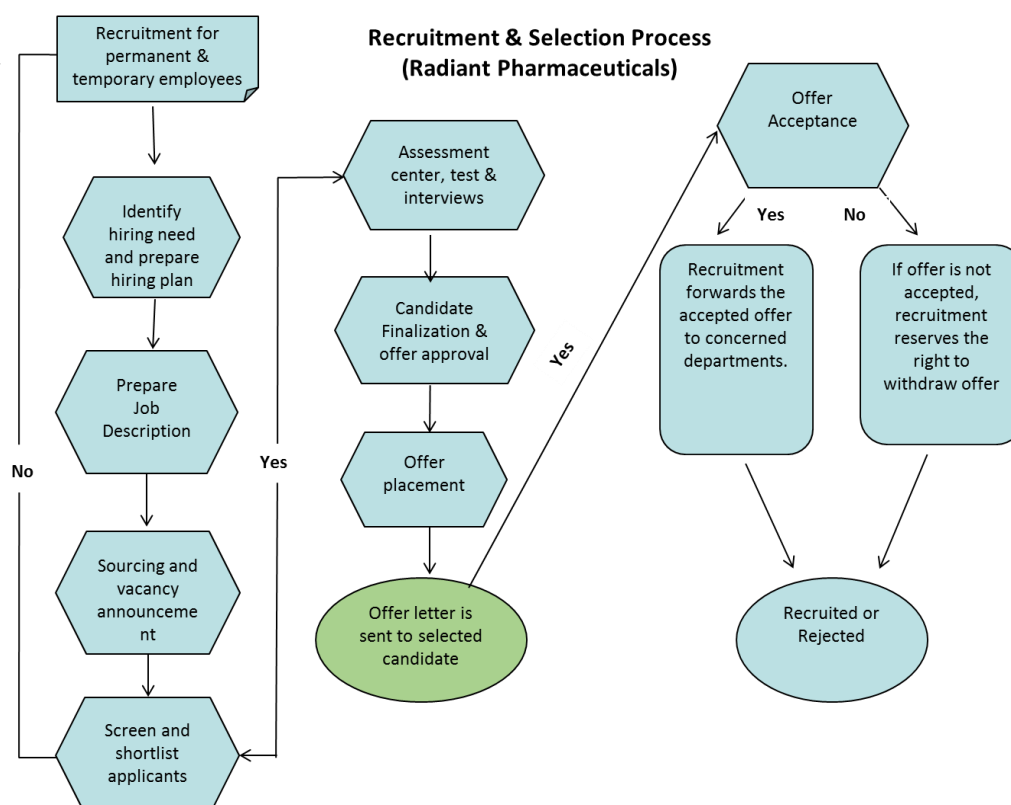
Selection Method

Selection is that the method of selecting qualified people WHO square measure out there to fill the positions in organization. Radiant typically follows the below regular choice tools in a very customary choice method.



Selection Process

Generally bulk recruitment is processed at Sales and Distribution through Walk-in interview and mostly at the position of Medical Information Officer (MIO). Selection at management level however requires more rigorous screening at the CV selection stage. Radiant follows a typical selection procedure according to the diagram below:



Chapter Five:
Findings of the study

Findings

- Radiant Pharmaceuticals Ltd. considers its workforce as the most important asset of the organization.
- One of their prior missions is to ensure the quality customer satisfaction by understanding, accepting, meeting and exceeding.
- The organization's HR department is continuously identifying their employee needs and performance. According to them developing plans to improve their employee's efficiency.
- The motive behind providing appraisal, training and benefit packages is to maintain a happy productive and successful workforce.
- Radiant Pharmaceuticals Ltd. is committed to provide a healthy working and social environment in which the rights and dignity of each staff member will be respected, and which is free from prejudice, discrimination, intimidation and all forms of harassments.
- Whenever juniors of the company because any mistake due to lack of experience senior members try to cover it up.
- Radiant Pharmaceuticals Ltd. mainly focuses on if their employees are getting ready to provide quality service to their clients or not.
- Auditors who are junior at rank can learn lots of things from the auditors who are senior, their working activities & other employers will help them to build their desired career as "the next supervisor."
- Seniors are less careful about their junior article writers.
- Most of the time quality is measured rather than quantity.
- There is a vast scope for caring more about their future career development.
- As I have mentioned previously existence of incomplete information is at many places in the information system.
- Lack of current data is there.

Chapter Six:
Recommendation &
Conclusion

Recommendation

I would like to suggest some ideas which are going to give advantages to Radiant Pharmaceuticals Ltd. They're as follows:

Highlighting the benefits of HR module system

Most of the time employees remain unaware of how to apply for leave request or how to download the pay slip from the organization system. There is minimum willingness among the employees for requesting leave through submitting application within the online system, rather employees send email to their concerning supervisors for the leave approval. Later, the HR executive prints out the email or takes down note and thereafter adjusts it in the system. Most of the time employees fails to view accurate earned / casual leave status in the system as they entirely depend on HDR manual leave status. So, it can be strongly recommended for arranging a training session on “Self- service HR module system” and system modification.

Upgraded attendance software is highly recommended

As attendance tracking system exists in the company, the manual tracking of leave surely makes a question on its usefulness. So, selecting the right system is a must. Or else, employee's leave request will not be able to merge with satellite gateway system. After tracking the leave request manually in paper, it gets adjusted in the separate excel sheet.

Online Requisition System

The HR department of Radiant should introduce online requisition system so that many of people can participate to the recruitment process. And it will make recruitment and selection process faster.

Enough space for CV

Radiant should increase their CV bank so that more people can post their CV and it will be more beneficial for normal people.

Minimize Paper using

HR division can minimize paper using during the recruitment and selection time.

More attention during exam

HR division of Radiant should give more attention during the recruitment exam so that the unfairness will not happen in the exam.

More improvement

Radiant Pharmaceuticals Ltd can improve their recruitment and selection process.

So these are my recommendation which can give more advantages to Radiant Pharmaceuticals Ltd in terms of the process of recruitment and selection.

Conclusion

Radiant is a pharmaceuticals company which believes in producing utmost quality of human resources including professional expertise & skills for accepting the human resources for developing & re-engineering a plan that will have a vision of excellent clientele service and creating environment for the ultimate achievement of profit with sustainable growth making without negotiating with the quality resources formation.

The Human Resource approach of the organization is building up the manpower with quality which will have conceptual managerial skill knowledge through creating ongoing outside & in-house programs of training. They arrange special training programs which are customized at fresh air & they also entrain in house for building up the manpower which will have quality & which will suitably place them in the channels that will be productive. The company also arranges workshops & training programs. For the purpose of increasing significant quality manpower at the top management level is considered under programs of executive development programs.

Radiant Pharmaceuticals Ltd. offers attractive benefits & salary bounties that are in line up with the business employers which are top in Bangladesh. Scopes of advancement here are strictly based on performance. Adequate distributors are mobilized to provide service to all of the parts of the different regions because of them being the largest distributor of pharmaceutical service in Bangladesh. The flow of various pharmaceuticals services from this pharmaceuticals company towards other company clients are made by this network.

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