

“Assigning HRIS System In IKOPU Company Limited”



This report is submitted to the United International University, as a partial requirement for the fulfillment of the Bachelor of Business Administration.

“Assigning HRIS System In IKOPU Company Limited”



School of Business and Economics
United International University

Date of submission: November 22, 2025

Letter of Transmittal

Date: 22-11-2025

The Supervisor

Ms Nasrin Akter

Assistant Professor

Bachelor of Business Administration

United International University

Subject: **Submission of Internship Report on “Assigning HRIS In System IKOPU Company Limited”**

Dear Madam,

I am submitting the following internship report, “Assigning HRIS System In IKOPU Company Limited,” as part of the completion of my internship program under (BBA in Human Resource Management).

I was part of the HR & Administration Department during my internship at IKOPU Company Limited. This report is primarily aimed at discussing the use of HRIS within the organization, critically examining its utility in daily functions, and its negative impact in implementation, and seeking possible suggestions for further progression.

I have worked my hardest to utilize what I learn in the classroom as a theory on paper, into a practical application within the organization. This report outlines my learning and the work I completed during my internship.

What follows is a report that I hope will meet your needs and expectations. I would be pleased to address any questions on this study.

Sincerely,

Sabrin Anom Mumu

ID: 111 192 073

Certification of Similarity Index

Declaration of the Student

I declare that the Internship report entitled:

“Assigning HRIS System In IKOPU Company Limited”

It has been written by me in partial fulfillment of the requirements of the Bachelor of Business Administration (BBA) at United International University

This work has not been presented to any other institution or organization for academic or professional qualification. All information and data contained in this report are obtained in good faith during my internship at IKOPU Company Limited, and appropriate credits have been readily given to any sources used as referenced.

I can ensure that this is an authentic report, and I do it independently.

Student's Name: Sabrin Anom Mumu

Student ID: 111 192 073

Program: BBA in Human Resource Management

University: United International University

Date: 22-11-2025

A handwritten signature in black ink that reads "Sabrin". The signature is written in a cursive style and is positioned above a horizontal line.

Signature

Corporate Evidence

iKOPU

iKOPU Company, Ltd



+88019-01517721
+88019-01517722



House 18/1/1, Goranchote, Pallabi, Mirpur,
(Near Berulia Bridge), Dhaka, Bangladesh.

Date: November 16, 2025

To Whom It May Concern

This is to certify that **Ms. Sabrin Anom Mumu** has completed his internship at iKOPU Company Ltd. in the **HRM Department**. His internship period was from **September 15, 2025**, to **November 15, 2025**.

During her tenure, Sabrin Anom Mumu demonstrated a strong understanding of HRM processes, including recruitment support, employee record management, attendance monitoring, and staff coordination. She actively participated in daily operational activities, assisted in data analysis, and contributed to improving workflow efficiency within the department.

Ms. Mumu showed excellent dedication, enthusiasm, and a positive attitude toward learning. Her professional conduct, teamwork, and analytical abilities were commendable throughout the internship period.

We appreciate her valuable contribution to our team and wish her every success in her future academic and professional endeavors.

Best Regards,

Head Of HRM
iKOPU Company Ltd.
Pallabi, Mirpur, Dhaka-1216



www.ikopu.com | ikopuled@gmail.com

Acknowledgement

First and foremost, I thank Almighty Allah for giving me strength, courage, patience, and the opportunity to complete my internship training, which is a prerequisite for the award of a degree with this report titled “Assigning HRIS System In IKOPU Company Limited”.

I am highly obliged to my respected supervisor, Ms Nasrin Akter, Assistant Professor Bachelor of Business Administration, United International University, for her consistent encouragement and precious suggestions over the course of writing this report. Without his/her valuable suggestions and guidance, this work could not have been achieved.

Finally, I would like to acknowledge the management of IKOPU Company Limited for giving me a swap and facilities to be used in the organization. I would like to extend my special thanks to the HR & Admin department for being so cooperative, sparing time, and granting me the opportunity to gain of practical understanding of HRIS management.

Moreover, I really appreciate every member of IKOPU who indirectly helps with my internship report. Their openness in sharing information and experiences helped me learn more about HR & Admin operations.

Lastly, I am indebted to my family, friends, and classmates for all their support, encouragement, and motivation towards me when preparing this internship report.

Executive Summary

The report is opened by a short introduction in which the background, aim, and objectives, justification, scope, and limitations of this study are outlined. After which, the company analysis section summarizes IKOPU's background, history, operation, and products/services offered, and its desired direction to be pursued in growth within the local signage industry. We added the analysis of the industry to explain the present scenario, size, opportunities, and threats in the signage industry in Bangladesh.

The portion "internship experience" details my job, the role I played, the work assigned to me, and the training I undertook at the HR & Admin Department. Specifically, my involvement in HRIS work - employee database management support, time/attendance tracking, recruitment aid, and payroll is covered. Among the possible implications that can be derived from the findings are full phased implementation of HRIS, strategies for employee self-service portals, enhanced data security, and use of HR analytics for comprehensive decision-making. In conclusion, the experience of my intern has provided me an extensive knowledge of HRIS management and its value in today's business. I needed to put into practice what I had learnt, and this inspired me even more to seek a career in HR.

- **Keywords:** Human Resource, HRIS, Effective, Organization, Signage.

Table of Contents

Letter of Transmittal.....	i
Certification of Similarity Index	ii
Declaration of the Student	iii
Corporate Evidence.....	iv
Acknowledgement	v
Executive Summary.....	vi
1.1 Background of the Report.....	9
1.2 Methodology.....	1
1.3 Objectives of the Report	1
1.4 Rationale of the Report.....	2
Scope of the Report	3
2.1 Company Analysis.....	4
2.1.1 Overview and History.....	4
2.1.2 Trend and Growth	4
2.2 Industry Analysis	7
2.2.1 Specification of the Industry.....	7
2.2.2 Industry Size/ Trend/ Growth/Maturity	7
3.1 Structure of HRIS at Ikopu Company Limited	11
3.2. Composition and Functional Block of HRIS	12
3.2.1 Employee Information Management.....	12

3.2.2 Attendance and Leave Management.....	13
3.2.3 Payroll and Compensation System	14
3.3. Benefits of HRIS Implementation	14
3.3.1 Increased Efficiency	14
3.3.2 Cost and Time Savings	15
4.1 Structure of HRIS at Ikopu Company Limited	16
4.2. Composition and Functional Block of HRIS	17
4.2.1 Employee Information Management.....	17
4.2.2 Attendance and Leave Management.....	17
4.2.3 Payroll and Compensation System	17
4.2.4 Recruitment and Selection	17
4.2.5 Performance Evaluation	18
4.2.6 Training and Development Tracking.....	18
4.2.7 Employee Self-Service (ESS).....	18
4.2.8 Benefits of HRIS Implementation	18
4.2.9 Increased Efficiency	19
4.2.10 Accuracy in Data Management	19
4.2.11 Cost and Time Savings	19
4.2.12 Improved Decision-Making.....	19
5.3 Conclusion.....	21
5.1 Recommendations.....	24
References.....	25

CHAPTER 1: INTRODUCTION

1.1 Background of the Report

In this new era of globalization and technological progress, organizations are becoming more dependent on modern systems in improving efficiency and productivity. Human Resource Management (HRM) is arguably one of the most strategic functions of all organizations, as it involves the management of employees who are a company's key to success. Initially, the record-keeping system in terms of HRM in Bangladesh was a manual practice, such as records of employees, payroll, and attendance through paper files and Excel sheets. But such manual systems are time-consuming, error-prone, and lack transparency.

Growing signage company, IKOPU Company Limited in Bangladesh, has realized the importance of digital HR solutions too. The company imports raw materials (like sheets of acrylic and LED modules, aluminum profiles, and printing films) from China for signage to be assembled in Bangladesh and cater to the local clients. As the company grew in size of manpower and operations, HR & Admin was getting more difficult to keep records of employees, attendance, and make payrolls manually for such a large number. Based on this, IKOPU implemented HRIS to simplify and enhance its HRM. This document is written for my internship at the HR & Admin department of IKOPU Company Limited. HRIS management is the main gap, along with the HRIS role in a company, and some barriers to implementation. HR personnel know an average of 17 activities, but only seven are performed often.

1.2 Methodology

This report has been written in the simplest, most detailed form possible, focusing on my SIWES experience at IKOPU Co, Ltd.

- **Research Design:**

The research adopts a descriptive case-study approach with particular emphasis on the usage of HRIS in daily HR work.

- **Data Sources:**

- **Primary Data:**

- Monitoring of the HRIS activities (attendance, payroll, leave).
 - Casual talks with HR & Admin team.

- **Secondary Data:**

- Company policies, forms, internal documents.
 - HRIS manuals and website information.
 - Data Collection Techniques:
 - Observation, unstructured interviews, and documentation analysis.

1.3 Objectives of the Report

This paper seeks to examine and assess the HRIS practices in IKOPU Company Limited. The goals may be categorized:

- **General Objective:**

Examine the extent to which HRIS is utilized in the management of human resource functions at IKOPU Company Limited.

Specific Objective:

- To determine the present use of HRIS in employee recruitment, maintaining records,
- payroll, and attendance.
- To measure the HRIS effectiveness Vs manual HR practices.
- To analyze the problems and constraints of HRIS in an organization.
- To propose a possibly more effective HRIS management and expanded organization.
- To translate academic knowledge of HRIS into real-world application experiences gained while training.

1.4 Rationale of the Report

The significance of this report is justified by the fact that in today's organizations, HRIS has become an integral part. In a market as competitive as Bangladesh, businesses cannot allow their workforce management to be delayed or inefficient. Staff want fast, clear, and fair HR services; managers need the proper information in order to make appropriate decisions. A thoughtful HRIS can fill this gap by freeing up administrative time and providing trackable, real-time views.

HRIS is critical for IKOPU Company Limited because of the fast growth the company is experiencing. As more workers come aboard, manual systems become inefficient. A small number of employees can also be processed manually for payroll, but the usual human errors and delays come with it when there are more OMERS or union dues to process. Attendance management & leave tracking are much-needed automations to avoid conflicts and uphold fairness.

As a result, this paper not only presents the focus of HRIS application in IKOPU Company Limited, but also why it needs to emphasize more on developing HRIS within the company. This study is also significant for the organization and provides an academic insight into how HRIS affects HR function in emerging organizations.

1.5 Scope and Limitations of the Report

■ Scope of the Report

HRIS management is the subject of this research in IKOPU Company Limited. It discusses the implementation of HRIS everywhere, i.e., employee data management, payroll, attendance, recruitment, and administrative support. Information has been gathered by experience of internship, observation, contact with HR personnel, and through secondary sources, i.e., corporate literature.

This report covers HRIS-related initiatives only and is selective in its business case

(e.g., does not include a comprehensive financial or technological analysis of the organization's activities).

■ Limitations of the Report

Time Frame: The internship was of a couple of weeks' time span, so the long-term identification of HRIS effectiveness is hard to find at this stage.

Confidentiality constraints: Some confidential information, such as salary tables, in-house policy, or strategic decisions, was not given up for reasons of confidentiality.

Generalization of Findings: The study is confined to a single company; it may not reflect the whole signage or HR industry in Bangladesh.

A Journey from paper-based to online HR: Full review- To some extent, IKOPU is still developing the functionality of HRIS. 6 Partial Automation The current system has partially automated functions, thus it would be misleading to evaluate fully the advantages brought inasmuch as a full analysis of automation benefits was rendered impossible.

CHAPTER 2: COMPANY AND INDUSTRY PROFILE

2.1 Company Analysis

2.1.1 Overview and History

IKOPU Company Limited has been a large sign manufacturer since 2017. Since the start, the organization has established itself in creating advanced and long-lasting signage to cater to company and institutional customers. It was the first local sign maker to buy high-end raw materials like acrylic sheets, LED modules, aluminum profiles, and vinyl films from China, which has set new standards instead of using the low-cost traditional material. These fabrics are then cut, styled, and tailored at the company's factories in Bangladesh.

The business began with small projects “mostly for local retail shops,” then grew to serve corporate clients, banks, and colleges — even government offices. Through the years, creativity, prompt delivery, and affordability have made IKOPU one of the most reliable names in signs.

2.1.2 Trend and Growth

In Bangladesh, the signage industry is rapidly growing with the surge of demand for Branding and Advertising in retail/real estate /corporates. IKOPU has capitalized on this evolution, offering contemporary and stylish energy-saving sign systems.

For instance, in olden times, businesses depended on the regular painted signs or flex boards. These days, people want LED-lit 3D letters, neon glow signs, and, well, digital backlit boards. IKOPU has been able to fit into this revolution by changing its machines and GMP practices worldwide.

The success of the company is apparent in its client list. From a few projects in the early days, it now has scores of clients across the country. With demand for modern signage

rising, especially in metropolises such as Dhaka and Chittagong, IKOPU's projected revenue and production capacity have increased exponentially over the last few years.

2.1.3 Mix of Product / Service / Customer

IKOPU Company Limited provides various types of signage products and related services according to the needs of different industries

- **Products & Services:**

- 3D acrylic letters and logos
- LED and neon signage
- Backlit and front-light signboards
- Pylon signs and billboards
- Wayfinding/directional signs
- Printing and Non-standard branding of corporate sense

- **Customer Mix:**

- **Retail sector:** Super shops, shopping malls, and clothes brands requiring attractive lighted signs.

This broad portfolio means that IKOPU is not dependent on one type of customer, thus making its operations more robust and profitable.

2.1.4 Company Operations / Activity

IKOPU's service is separated into several major departments:

- **Marketing and Sales:** Develop client relationships, prepare proposals for bidding contracts, and market company services.

- **Installation & Maintenance:** Field Team ensures the installation is safe and provides after-sales support.

For instance, in a recent construction of an LED illuminated 3D acrylic letter signage for a mall project, the company designed and fabricated it locally and got it professionally installed with finishing within days.

2.1.5 SWOT Analysis

- **Strengths**

- Premium raw materials come from China.
- High-quality staff and modern design principles.
- It's a well-established brand in the signage business.
- A diverse range of products across various sectors.

- **Weaknesses**

- Heavy dependence on imported raw materials (costs could increase with changes in the type of exchange rates).
- Insufficient automation in production compared to international competitors. Reliance on urban markets such as Dhaka and Chittagong.

- **Opportunities**

- Growing use of LED and digital signage in Bangladesh.
- Increasing retail and corporate sectors require branding solutions.
- Opportunity to scale the model internationally in South Asia.
- E-commerce or Internet companies looking for display solutions.

▪ Threats

- More competition between local and international sign companies.
- Economic instability is affecting advertising budgets.
- Rate of signage (eg, digital) change.
- Possible import curbs or higher duties on raw materials.

2.2 Industry Analysis

2.2.1 Specification of the Industry

Bangladeshi signage. The Bangladeshi signage industry is a significant portion of the advertising and branding sector. It specializes in the formation, fabrication, and installation of different kinds of signs, from 3D lettering to LED signage, signboards to neon signs, wayfinding boards, and digital printing. This industry contributes to increasing brand exposure, customer acquisition, and corporate image.

Raw materials such as acrylic sheets, LED modules, aluminum profiles, and vinyl are mostly imported from countries including China, and the assembly, customization, and design are done locally.” Such a structure assures that the industry is able to meet international quality standards at competitive rates. The main clients are shops, big and small shopping malls, banks, telecom providers, real-estate companies, schools, and the government.

2.2.2 Industry Size/ Trend/ Growth/Maturity

The billboard market has flourished in the last decade in Bangladesh because of the drive in urbanization, the number of shopping malls, and the change in the pattern of corporate branding. This, coupled with the fact that more and more businesses are concentrating on their marketing and visual identity, has created a high demand for stylish, modern signage.

- **Size:** There is no easy way to estimate the overall size of the economy, but marketplace estimates point to the fact that signage and advertising can be counted among one of Bangladesh's multi-million dollar advertising industries .
- **Trend:** Old painted and flex signs are being replaced with LED-lit, digital, and 3D signage. Eco-friendly, long-life, and innovative designs are now required in the business. For instance, LED signs have had recent success in the marketplace with a decrease in energy cost and increased visibility.
- **Maturity:** Decidedly not in the stage of maturity as an industry. While the market is seeing big companies surface, a significant part of the sector still comprises small and medium businesses. With intensified competition and globalized spread of technology, the industry will tend towards maturity over the next 5–10 years.

2.2.3 Industry SWOT Analysis

- **Strengths (The internal strengths of an organization)**
 - Growing demand for branding and marketing in Bangladesh.
 - Cost-effective labor for local assembly.
 - Good source of imported raw material from China at competitive prices.
 - Design and customizability as per the client's requirements.
- **Weaknesses (Challenges within the industry)**
 - Reliance on imported inputs raises exposure to currency fluctuations
 - Few local production facilities are heavily automated.
 - Limited technical capability relative to international rivals.
 - Quality: Lack Of Consistency In Quality Among Small Local Signage Providers.

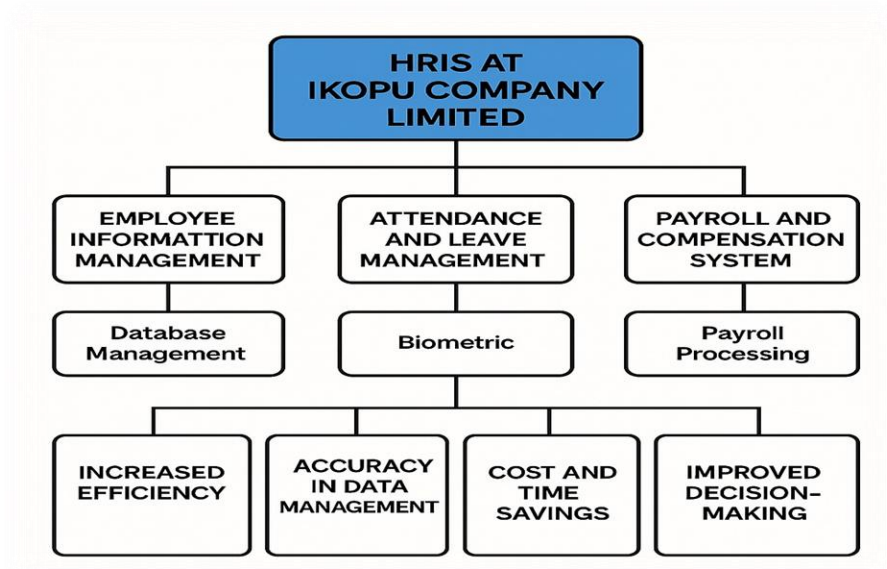
- **Opportunities (Favorable external factors)**

- Bangladesh's accelerated growth in retail, continues Real Estate and e-commerce sectors.
- Opportunity for export to regional South Asian markets.
- Governmental projects (i.e., infrastructure, highways) in need of site-specific signage that would be at a very large scale, like thousands of road signs.

- **Threats (External risks & competition)**

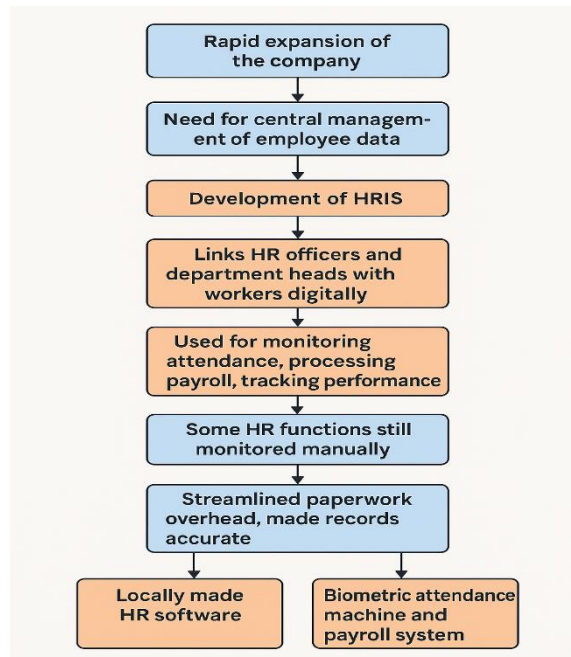
- **Economic Variables:** Advertising budgets may fall in times of inflation or recession.
- **Technological factors:** Fast advances in the display technologies (e.g., digital boards, smart signage).
- **Barriers to Entry:** Moderate- initial investment in machinery is high, but many "small guys" still come into the market with low-cost setups.
- **Substitute Threat:** Digital marketing and online advertising can serve to displace physical signs in some cases.
- **Space:** Local space is highly competitive, with price wars and an increasing local sign providers.

Chapter 3 HRIS Management in Ikopu Company Limited



In today's context of fierce global competition, HRIS has become an essential tool in the effective management and utilization of people. HRIS stands for human resource information system and is a way of storing, processing, and managing employee data. It is useful for HR automation and data-based decision-making.

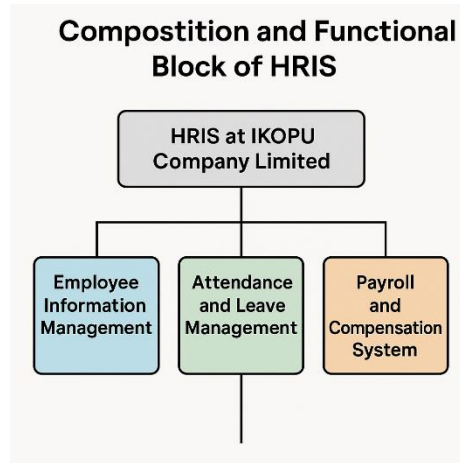
IKOPU Company Limited is a medium-sized manufacturing company with Interest and expertise in industrial products and machinery components. The number of employees increased, and the production process grew; it was challenging to manage human resources manually. To do so, the company has automated HR functions for attendance management, payroll processing, recruitment, and performance appraisal with the help of an HRIS.



3.1 Structure of HRIS at Ikopu Company Limited

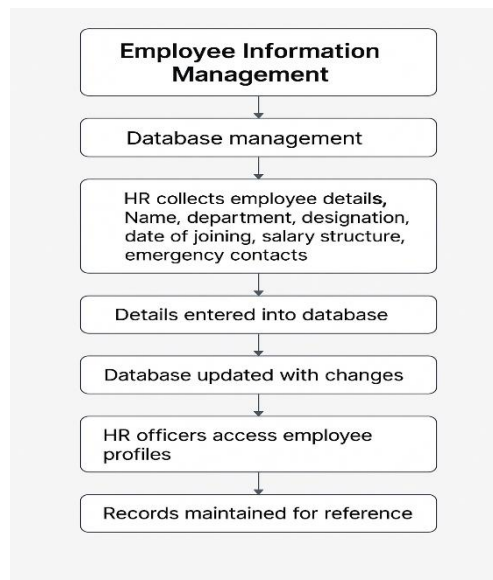
The HRIS system of IKOPU Company Limited came about as a result of the rapid expansion of the company, which required the central management of employee data. The platform links HR officers and department heads with workers digitally. It is commonly used for monitoring attendance, processing payroll, and tracking performance.

While some HR functions are still manually monitored (field attendance, factory-level communication), the HRIS has streamlined paperwork overhead and made worker records more accurate. The company employs a locally made HR software that is connected to the biometric attendance machine and payroll system.



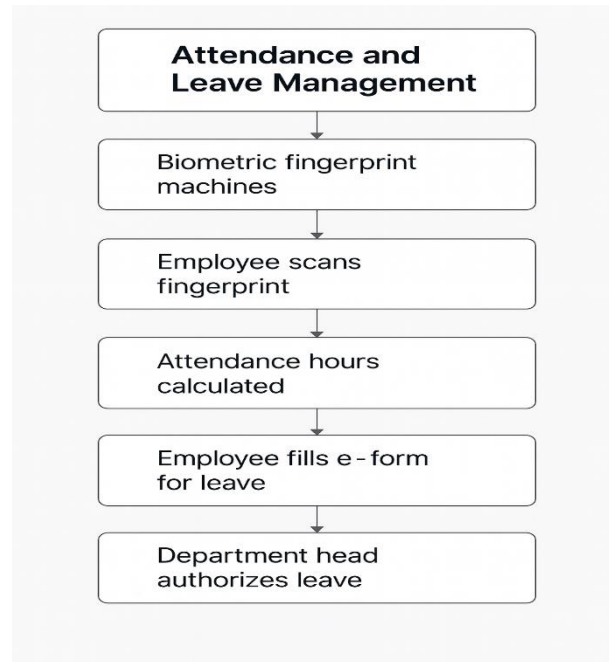
3.2. Composition and Functional Block of HRIS

The HRIS of IKOPU Company Limited. The HRIS at Ikopu Company Limited is made up of many modules that are used to support the various human resource disciplines.



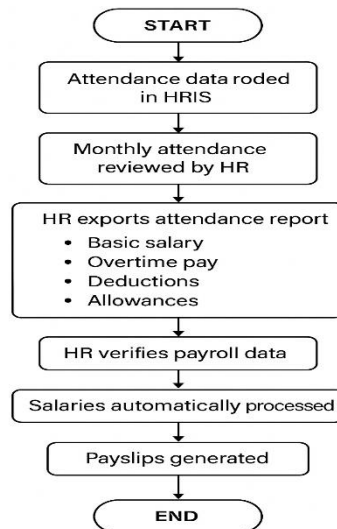
3.2.1 Employee Information Management

Database management. The module included all details of an employee, like name, department designation, date of joining, salary structure, and emergency contacts. HR officers use it for recordkeeping and instant access to employee profiles.



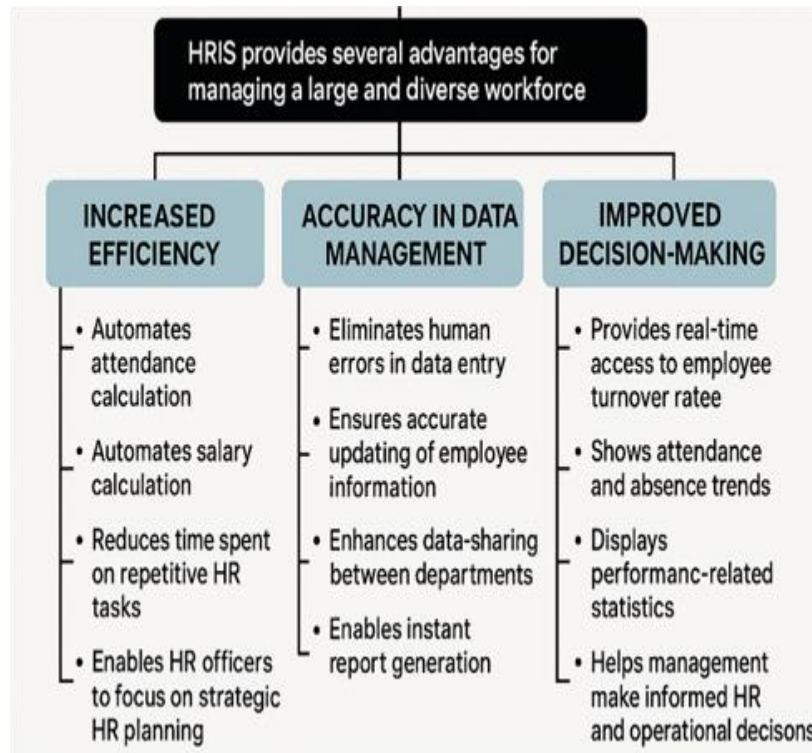
3.2.2 Attendance and Leave Management

IKOPU employs biometric fingerprint machines at doorways in and out of the factory. Attendance data is automatically captured based on the HRIS, and total work hours (regular, overtime, leave balances, etc.) are calculated as well. Leaves are requested by the employee through an e-form that is authorized by the department head and taken into HRIS.



3.2.3 Payroll and Compensation System

The attendance is directly linked to the payroll module. On the last day of each month, HR can export attendance data directly and auto-process salaries/overtime payments/deductions/ allowances. This has solved the problem of manual errors, and pay is always on time.



3.3. Benefits of HRIS Implementation

There have been several advantages of the adoption of HRIS among the staff of IKOPU Company Limited, more especially, for handling myriad manufacturing multinational employees, viz:

3.3.1 Increased Efficiency

Attendance and salary calculation, which were traditional HR tasks, are also automated. This cuts down time and enables HR officers to concentrate on strategic HR planning.

3.3.2 Accuracy in Data Management

HRIS eliminates human error when recording data, as well as updating and sharing the information between departments.

3.3.4 Cost and Time Savings

Automation minimizes the need for paper, physical labor, and administrative costs. And the HR team will no longer have to waste hours collecting information and making reports; they can do it instantly.

3.3.5 Improved Decision-Making

HRIS allows management to access current employee turnover, absence, and performance information. This insight is valuable for better HR and operations decision-making.

Despite Challenges, such as technical limitations and a lack of staff training, the system has actually been a powerful technique in dealing with the manufacturing 26 workforce.

Through ongoing upgrade programs, staff training, and integration with other systems of the organization, HRIS can continuously develop the company's HR muscle and contribute greatly to achieving its business success.

Payroll processing, attendance and leave tracking, and staff information management are all incorporated into a single system developed by Ikopu Company Limited's HRIS. The business sees gains from increased productivity, better data accuracy, lower costs and time, and improved decision-making throughout HR operations by automating these procedures using database management, biometric systems, and payroll tools.

CHAPTER 4: INTERNSHIP EXPERIENCE

In today's context of fierce global competition, HRIS has become an essential tool in the effective management and utilization of people. HRIS stands for human resource information system and is a way of storing, processing, and managing employee data. It is useful for HR automation and data-based decision-making.

IKPOU Company Limited is a medium-sized manufacturing company with Interest and expertise in industrial products and machinery components. The number of employees increased, and the production process grew; it was challenging to manage human resources manually. To do so, the company has automated HR functions for attendance management, payroll processing, recruitment, and performance appraisal with the help of an HRIS.

While on attachment at IKPOU Company Limited, where I was attached to the Human Resource Department, I utilized the HRIS to ensure the effectiveness of employees and enhance the productivity of the company.

4.1 Structure of HRIS at Ikopu Company Limited

The HRIS system of IKPOU Company Limited came about as a result of the rapid expansion of the company, which required the central management of employee data. The platform links HR officers and department heads with workers digitally. It is commonly used for monitoring attendance, processing payroll, and tracking performance.

While some HR functions are still manually monitored (field attendance, factory-level communication), the HRIS has streamlined paperwork overhead and made worker records more accurate. The company employs a locally made HR software that is connected to the biometric attendance machine and payroll system.

4.2. Composition and Functional Block of HRIS

The HRIS of IKPOU Company Limited. The HRIS at IKPOU Company Limited is made up of a number of modules that are used to support the various human resource disciplines.

4.2.1 Employee Information Management

Database management. The module included all details of an employee, like name, department designation, date of joining, salary structure, and emergency contacts. HR officers use it for recordkeeping and instant access to employee profiles.

4.2.2 Attendance and Leave Management

IKPOU employs biometric fingerprint machines at doorways in and out of the factory. Attendance data is automatically captured based on the HRIS, and total work hours (regular, overtime, leave balances, etc.) are calculated as well. Leaves are requested by the employee through an e-form that is authorized by the department head and taken into HRIS.

4.2.3 Payroll and Compensation System

The attendance is directly linked to the payroll module. On the last day of each month, HR can export attendance data directly and auto-process salaries/overtime payments/deductions/ allowances. This has solved the problem of manual errors, and pay is always on time.

4.2.4 Recruitment and Selection

Recruitment is a combination of manual and electronic methods. Vacancies are published online and internally on the notice board. Applications are reviewed manually, but applicants are added to the HRIS with reference to correspondence for record purposes.

The platform also assists HR with keeping track of applicants and presenting interview records.

4.2.5 Performance Evaluation

Performance appraisal in IKPOU is a hybrid of manual and digital. Managers complete review forms against KPIs, including, for example, attendance, quality of work, and teamwork. These appraisals are then loaded into the HRIS database so that they can be consulted in making promotion or training decisions.

4.2.6 Training and Development Tracking

The HRIS is used to store data on training occasions, employees attending the program, and evaluations. This aids personnel managers in determining which workers may need more skill upgrading, especially for production and quality control segments of the workforce.

4.2.7 Employee Self-Service (ESS)

An employee can sign in to his account and monitor his attendance, leave status, and salary details. That feature has led to even more transparency and far fewer HR-related questions.

4.2.8 Benefits of HRIS Implementation

There have been several advantages of the adoption of HRIS among the staff of IKPOU Company Limited, more especially, for handling myriad manufacturing multinational employees,

4.2.9 Increased Efficiency

Attendance and salary calculation, which were traditional HR tasks, are also automated. This cuts down time and enables HR officers to concentrate on strategic HR planning.

4.2.10 Accuracy in Data Management

HRIS eliminates human error when recording data, as well as updating and sharing the information between departments.

4.2.11 Cost and Time Savings

Automation minimizes the need for paper, physical labor, and administrative costs. And the HR team will no longer have to waste hours collecting information and making reports; they can do it instantly.

4.2.12 Improved Decision-Making

HRIS allows management to access current employee turnover, absence, and performance information. This insight is valuable for better HR and operations decision-making.

Despite Challenges, such as technical limitations and a lack of staff training, the system has actually been a powerful technique in dealing with the manufacturing 26 workforce. Through ongoing upgrade programs, staff training, and integration with other systems of the organization, HRIS can continuously develop the company's HR muscle and contribute greatly to achieving its business success.

During my internship at IKOPU Company Limited, I was exposed to general HRIS operations, and it was evident how digital metamorphosis could enhance managing HR in the manufacturing industry.

CHAPTER V: CONCLUSIONS AND KEY FACTS

5.1 Recommendations

Based on my internship performance at IKOPU Company Limited, I would like to suggest the following recommendations to improve the organization's efficiency:

- **Digitalization of HR Records:** All of that paperwork has to be transitioned over into a completely digital HRIS system, best done with no manual forms or records in sight.
- **Structured Training Programs:** Continued training on human resources communication skills, leadership methods, and technical aptitude among regular employees can increase overall productivity.
- **Employee Engagement Activities:** Other examples include team-building activities, awards, and wellness seminars to boost employee morale.
- **Improved Recruitment Process:** Formalizing the recruitment pipeline in online job posting with a standardized approach of evaluating will bring on board the good talent early.
- **Performance Evaluation System:** A performance appraisal system that's clear and transparent, with specific KPIs, would also avoid any discrimination in employee growth and retention.

5.2 Key Understanding

I learnt so much from that internship and discovered some important points:

- **Tracking and auditing Records:** Tracking your records is crucial for both efficiency and compliance.

- Recruitment is not all about fire; it's also about matching the best talents to the organization's needs!
- Employee motivation and engagement need to be at the surface of organizational productivity.
- Time management and juggling tasks are key to being able to succeed when working the corporate gig.

5.3 Conclusion

There is no doubt that my being attached to the IKOPU Company Limited had a very enriching learning experience for me. And it allowed me to apply theoretical constructs from HRM and Administration.

I was able to get Lean in and learn the day-to-day HR, recruiting, file keeping, onboarding & secretarial work, including vendor management and office coordination. It was an internship that allowed me to polish my professional skills, collaboration, and articulation.

Anyhow, this has made me more curious about HR and Management in general. I also developed confidence to face the hardworking challenges of the job and can work positively and contribute a lot to the organization.

References

- Factors Affecting Organizations Adopting Human Resource Information Systems: A Study in Bangladesh.* (n.d.). (PDF). (n.d.). Retrieved from https://www.researchgate.net/profile/Najmul-Hasan-4/publication/284437505_Factors_Affecting_Organizations_Adopting_Human_Resource_Information_Systems_A_Study_in_Bangladesh/links/57cbdda608ae3ac722b1fee6/Factors-Affecting-Organizations-Adopting-Human-Resource
- “The impact of HRIS on an organization’s performance.”* (n.d.). *IOSR Journal of Business and Management*. (n.d.). Retrieved from https://www.iosrjournals.org/iosr-jbm/papers/Vol24-issue8/Ser-2/F2408025056.pdf?utm_source=chatgpt.com
- Armstrong, M. &. ((2020)). *Armstrong’s handbook of human resource management practice* (15th ed. Dessler, G. (2020). *Human resource management* (16th ed.). Pearson Education.
- Kavanagh, M. J. (2015). *Human resource information systems: Basics, applications, and future directions* (3rd ed.). Sage Publications.
- Lengnick-Hall, M. L. (2003). *The impact of e-HR on the human resource management function*. Retrieved from https://link.springer.com/article/10.1007/s12122-003-1001-6?utm_source=chatgpt.com
- Mursalin., J. A. (2015). *Adoption of Human Resource Information System: An Exploratory Study of Bangladesh*. Retrieved from https://www.aasmr.org/jsms/Vol5/No.4/JSMS-VOL5-NO4-3.pdf?utm_source=chatgpt.com
- Tansley, C. &. (2007). *Project social capital, leadership, and trust: A study of human resource information systems development*.

Appendix

Human Resource Information System (HRIS): A computer-based system that assists in managing the HR information of employees, such as clerical, record-keeping, and policy aspects of personnel management.

- **Payroll management:** The activity that consists of calculating the employee's pay, allowances, and deductions; it also encompasses implementing payments promptly.

Employee Records Management: The computerized database that contains and maintains employee personal data, family background information, and institutional qualification in a standard electronic format.

- **Time and Attendance System:** Recording and measuring the working hours, leaves, holidays, etc., of employees with the help of a digital system.
- **Onboarding:** The process of bringing a new employee into the organization through orientation, training, and documentation.
- **Signage sector:** A range of companies that manufacture, produce, and install visual communication components, including signage (boards or panels), LED signs, and branding elements.

