

We're Hiring : HR Intern | Anwar Group of Industries |

Are you passionate about HR and enjoy working with numbers, data, and employee records?

We're looking for a dedicated and detail-oriented HR Intern to support our payroll team.

 **Location:** Dhaka

 **Duration:** 04 Months

 Interested? Click here to apply: <https://forms.gle/rSqTHjGkAav3btJ9A>

Let's build a better workplace, together!



Intern- Human Resources



Job Context

We are looking for a dedicated HR Intern to support our payroll team with basic payroll and data management tasks. This role is suitable for someone who is detail-oriented, eager to learn payroll operations, and interested in gaining practical experience in HR payroll activities.

Responsibilities:

- Perform basic data entry and record-keeping related to payroll.
- Support in generating payslips and any other documents.
- Support the HR team with basic reporting related to salary, attendance, and leave.
- Assist in printing, sorting, and distributing payslips.
- Collect and update attendance records in the payroll system.
- Maintain employee personal files and documents.
- Assist HR team in salary disbursement tasks.
- Respond to basic employee queries related to payslips, attendance, or salary issues (if required).
- Provide support in any other payroll-related activities assigned by the HR team.



Qualification

- Minimum graduation degree preferably from Human Resource, Statistics or related field.
- Strong interpersonal and communication skills.
- Ability to maintain confidentiality and handle sensitive information.
- Eager to learn payroll processes.
- Proficiency in Microsoft Office Suite (Word, Excel, and PowerPoint).

 **Application Deadline:** 20th November 2025

Are you ready for our flagship Internship program? If you meet the requirements and are excited to build your career with one of the largest business conglomerates in Bangladesh, please apply following:



[Apply Here](https://forms.gle/rSqTHjGkAav3btJ9A)

****We are an equal-opportunity employer. We value diversity and encourage applications from all qualified candidates regardless of background.**

Program Details

Internships:

- 4 months, with potential for conversion to permanent roles.

Selection Process:

- Initial Screening
- Technical Assessment (role-specific)
- Panel Interview
- Final Selection



Our Newly Launched Flagship Internship Program

f in  
www.anwargroup.com

