**Attention:**

*BBA / BS 4 Students (Main & City Campus)*

**RESPONSIBLE CITIZEN INITIATIVE**

*IBA Student Internship Program in Community Service*

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**Internship Opportunities @ Kashf Foundation, Lahore**

**Organization Address:** Kashf Foundation, 19-Aibak Block, New Garden Town, **Lahore**.

**Internship Description Summary:**

<table>
<thead>
<tr>
<th>WEEK</th>
<th>Key focus</th>
<th>Attached Persons</th>
<th>Reports due</th>
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</table>
| Week-1 | • Overview and understanding of Kashf mission, vision & culture  
• Kashf policies, hierarchy, business module | Operations & HR Associate | Prepare a small summary |
| Week-2 | Attach with BDO  
• Review disbursement process and procedures  
• Understand branch documentations and KCR /CMS management  
• Mobilization | BDO | Prepare 2 case studies of clients to understand their life, business, aspiration |
| Week 3 & 4 | Attach with BM & BA  
• Field exposure with BM  
• Understand team management/Conflict handling  
• Take understanding on branch documentation  
• Branch reports, Bank dealing and Bank reconciliation | BM/BA | Prepare a report on key learning’s & process flow of BM activities |
| Week 5 | Attach with AM  
• Field exposure with AM  
• Understand team management/Conflict handling | AM | Prepare a section in the report on key learning’s of a weeks with AM |
| Week 6 | Attach with Compliance Officer  
• Understanding of compliance purpose & compliance reports  
• Analysis of compliance reports | Compliance Officer | Prepare a report on key learning’s of 5 weeks in branch |

At the end of the Internship program it is mandatory for the participant to give a report or presentation to HR Department at HO.

**Reporting Line:** Concerned Line Manager

**How to apply:** Interested candidates can email their CVs at cdc@iba.edu.pk

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**Note:** Please mention **CV for Kashf** in your subject line

Coordinator, Career Development Centre  
Institute of Business Administration  
City Campus, Garden / Kiyani Shaheed Road, Karachi  
Email: tjabeen@iba.edu.pk