



**Faculty of Business of Administration
AMERICAN INTERNATIONAL UNIVERSITY-
BANGLADESH
(AIUB)**

**INTERNSHIP AFFILIATION REPORT ON
Quality Management Activities of Zee Fashion
Limited**

An Internship Report Presented to the Faculty of Business Administration in
Partial Fulfilment of the Requirements for the Degree of Bachelor of Business
Administration (BBA)

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Date of Submission: December 26, 2022

INTERNSHIP AFFILIATION REPORT ON
Product Quality Management Activities of Zee Fashion Limited

Letter of Transmittal

December 26, 2022

Mr. R. Tareque Moudud
Director
Office of Placement & Alumni (OPA)
American International University-Bangladesh Kuratoli, Dhaka.

Subject: **Submission of the internship report on Product Quality Management Activities Of Zee Fashion Limited**

Dear Sir

It is a great pleasure to hand in the internship report titled which was assigned to me as a partial requirement for the completion of the degree of Bachelor of Business Administration (BBA).

It is my honour and privilege to work for a leading organization in Bangladesh and to gain an in-depth knowledge on different areas. Throughout the study, I have tried my level best to accommodate information as much as I could, which I thought were relevant and informative. I tried my level best to make this report concise and informative.

I am grateful to you for your generous guidance and kind cooperation at every step of my endeavour.

I would be grateful if you would kindly accept the report and forward it to the respective department of AIUB.

Sincerely yours

Rakibul Hasan
19-40227-1
Faculty Of Business Administration
American International University-Bangladesh (AIUB)

Letter of Endorsement

The Internship affiliation report entitled A Study on Product Quality Management Activities of Zee Fashion Limited has been submitted to the Office of Placement & Alumni, in partial fulfilment of the requirements for the degree of Bachelor of Business Administration (BBA), Major in Operations and Supply Chain Management, Faculty of Business Administration on December 26, 2022, by Rakibul Hasan, ID: 19-40227-1. The report has been accepted and may be presented to the Internship Defence Committee for Evaluation.

(Any Opinion, suggestions made in this report are entirely that of the author of the report. The University does not condone nor reject any of these opinions or suggestions).

Md. Mehzabul Hoque Nahid

Internship Supervisor

Acknowledgement

A study report needs the cautious oversight and counsel of knowledgeable and experienced specialists. My esteemed professors and the staff at Zee Fashion Limited have given me genuine collaboration, priceless recommendations, inspirations, and references. First and foremost, I would like to extend my sincere gratitude to Md. Mehzabul Hoque Nahid, my supervisor at AIUB, for his insightful advice, creative suggestions, and constructive criticism. Additionally, I want to thank everyone at "Zee Fashion Limited" for giving me the opportunity to complete the internship. I want to thank My Quality Manager Sajib Ahmed for overseeing me, providing me with a wealth of important details, and setting me on the path to producing a good report. I want to express my gratitude to every departmental employee for their cordial welcome.

I also want to express my gratitude to all the Zee Fashion Limited employees for their help, generosity, and love. There was a superb working atmosphere and tidy, clean workplace.

I must conclude by expressing my sincere gratitude to the American International University, Bangladesh, for giving me the chance to complete my BBA degree, gain professional experience, and broaden my knowledge.

Executive Summary

It is crucial since internship programs are the sole way for undergraduate students to develop experience and competence. My internship in "Zee Fashion Limited" is now complete. This report's objective is to provide information about Quality management Activities of Zee Fashion Limited. The report will give information on Zee Fashion Limited's business operations and practices and be divided into presentations. The introduction, general and detailed research objectives, a history of the company, its missions, vision, commitments, core values, organizational chart, and management structure are all included in the first chapter. The information regarding the activities is detailed in the following chapter. Following that, a summary of the limits, a lesson learned section, a conclusion, and a suggested improvement plan were provided.

Zee Fashion Limited is a well-known brand in Bangladesh's wholly export-oriented apparel industry. It is a highly advanced facility with ultra-modern machinery that is primarily imported from Germany, the United States, Japan, Korea, China, Taiwan, and Turkey. The most recent technologies and qualified staff are being used. It began operations in January 2013 and has been creating top-notch.

At Zee Fashion Limited, I am largely concentrating on the Quality Management Activities. As an intern, I had the chance to work in various Quality Management Sections. My primary role was assistant quality manager. During my internship, I was responsible for cutting Quality Check, Sewing Quality Check, Finishing Quality Check, and other fundamental job duties.

The Fashion House has every type of employee, and they are all quite friendly, cooperative, and well-behaved, so I never hesitated to ask them for any information. I have studied all the Quality Maintenance operations in a professional manner in this pleasant working atmosphere, which will undoubtedly improve my professional expertise. Employee well-being, respect, sustainable growth, empowerment, commitment, and customer satisfaction are all important factors.

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Chapter – 1
INTRODUCTION

This report is based on “A Study on Product Quality Management Activities of Zee Fashion Limited”, 11, Baro Dewra, South Para, Tongi, Gazipur which was initiated as a part of the Internship Program, as a partial requirement of the BBA Program of American International University, Bangladesh (AIUB). It has been my practical work experience at Zee Fashion Limited considered as an internship. An internship is a term used to describe the process of learning by performing professional activities in the real-world office work environment. In this regard, I was able to complete my internship program at Zee Fashion Limited, for three months. Zee Fashion Limited has assigned me to work in the Quality Management department as A Quality Controller. An internship is essential for gaining new ideas, skills, and expertise. That's why I applied to work at Zee Fashion Limited as an intern.

I was assigned for the Quality Management department but besides that I worked with the other department as Like Merchandiser and Production. I divided my three months internship into three phrases, then I can I describe my job responsibilities more specifically. In my first phrase I had work for Cutting Quality Check, Sewing Quality Check, Finishing Quality Check where I have learnt the whole recruitment part, Quality Maintenance Sustained success is achieved Zee Fashion Limited attracts and retains the confidence of Buyers and other interested parties. How Quality management includes the determination of a quality of Product, Cutting, Sewing and Finishing Quality planning and assurance, and quality control and quality improvement as Per Buyer Requirement and Satisfaction.

1.1 Objectives:

- ❖ To illustrate the overall Product Quality Management Activities of Zee Fashion Limited.
- ❖ To Summarize utilization of academic learning from university in work environment.
- ❖ To Describe more specifically job responsibilities, Office Culture, Challenges.
- ❖ To Suggest a plan of action for resolving issues to make forecast for the Future.

Specific Objective:

- ❖ To specify the activities and Maintain Product Quality,
- ❖ To explain what Quality management departments are doing In Different Production line,
- ❖ To Prepare Measurement, Inspection, Daily QC Pass Report.

1.2 Background of the Organization:



**Welcome to Zee
Fashion Ltd.**

1.2.1 History:

Zee Fashion Ltd. is Established in 2013 with the state of art ready-made garments factory where buyers feel real comfort to produce their products. The company is having very well experienced and highly professional staff and workforce which are the main assets of the company.

The company has especially prospered expanding its reach and touching lives of people locally and internationally being the preferred choice across export-oriented garments manufacturing for global apparel market. It's a company of people who care about people and the community we serve and the partners of business we manage.

Zee Fashion Ltd. has a complete and systematic merchandising department with experienced merchandisers to fulfill the needs of the customers. It has a very strong sourcing capability of both international and local market. It has also the sampling and development department

under the guidance of the merchandisers preparing and developing for the customers. We believe in welfare and safety of our workers. We are maintaining the highest standard of safety.

All initiatives at Zee Fashion Ltd. are extensively focused on providing its customers best service, best product at best price through world class performance. Our programs are designed to accommodate the spirit of caring, we care for our environment, stakeholders, our customers, our host communities, and our own people as they are a fundamental part of our movement ahead.

1.2.2 Business Unit

At Zee Fashion Limited their Cutting Capacity: 25000 pcs/day, Sewing Capacity: 18000 pcs/day, Finishing Capacity: 16000 pcs/day.

1.2.3 Mission and Vision



- ❖ Our mission here at Zee Fashion Ltd. is putting our best efforts to produce 100% top quality products.



- ❖ Our vision here at Zee Fashion Ltd. is achieving top recognition in Bangladesh's apparel manufacturing sector.

1.2.4 Product Offering

Zee Fashion Limited mainly a GARMENTS They offers different types of cloth:

Men's Collection	Women's Collection	Kids Collection
<ul style="list-style-type: none">○ Men's T-Shirts○ Men's Polo Shirts○ Men's Trousers○ Men's Shorts○ Men's Jackets	<ul style="list-style-type: none">○ Women's T-Shirts○ Women's Polo Shirts○ Women's Tank Tops○ Women's Dresses○ Women's Leggings○ Women's Shorts○ Women's Jackets	<ul style="list-style-type: none">○ Kid's T-Shirts○ Kid's Polo Shirts○ Kid's Trousers○ Kid's Shorts○ Kid's Jackets

1.2.5 Different Micro/ Macro Analysis

The RMG industry provides jobs for over four million people and contributes over 83 percent of the country's total export receipts. While some might view this as a potential weakness, Bangladesh can turn this into an advantage by marshalling resources, ideas, and investment. Earlier, it was mentioned that Bangladesh's RMG sector is embarking on a new chapter in its history. The safety overhaul which has been undertaken by the industry is an important part of that journey. To future-proof itself, then, Bangladesh's RMG sector needs to take a slightly different path over the next decade to integrate technology into the manufacturing process.

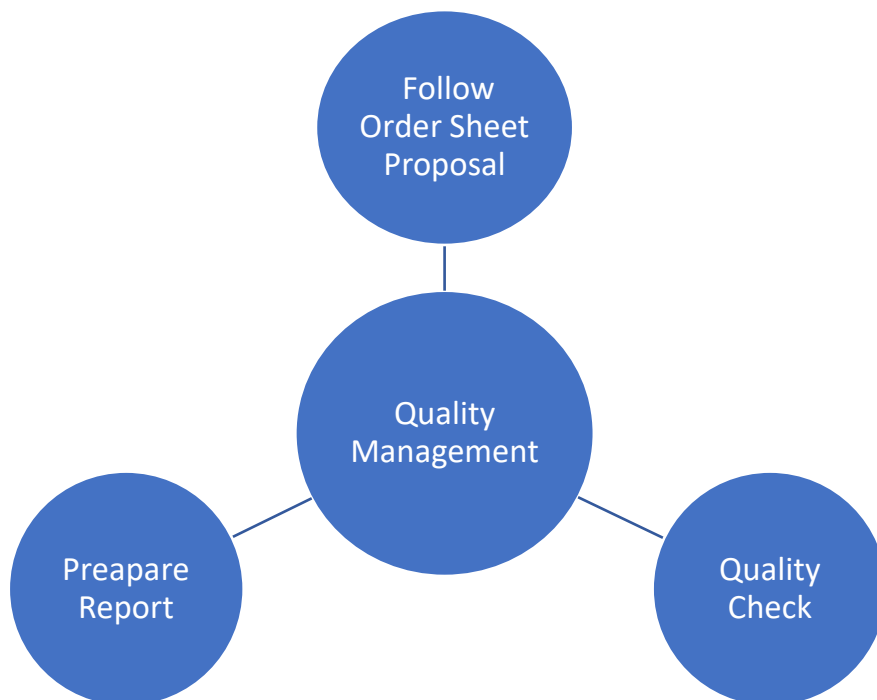
1.2.7 SWOT analysis of Zee Fashion Limited:

Strength	Weakness
<ul style="list-style-type: none">✓ Exclusive Collection✓ Highest Quality Assurance✓ 100% export-oriented industry✓ Equipped with highly modern machineries.	<ul style="list-style-type: none">✓ Own Transportation.✓ Sourcing.✓ Have plan for 20 sewing lines, but in this moment running 06 sewing lines.✓ Lack Of Maintenance
Opportunities	Threats
<ul style="list-style-type: none">✓ On Time Delivery✓ Using the experienced personnel.✓ Producing world class all types of garments.	<ul style="list-style-type: none">✓ High production cost and low profit margin.✓ Growing Competitors.✓ Technically Backward.✓ Dependency on foreign Raw Materials.

Chapter -2
ACTIVITIES UNDERTAKEN

2.1 Work Related Activities

During my internship at Zee Fashion Limited, I have Focused on Order Sheet Proposal and Three sections of garments quality controlling process, cutting, sewing, and finishing, and I ensure some criteria check QC team for product quality. Quality controlling of every quality checkpoint of a Zee Fashion and simply described quality requirements. After working with Zee Fashion Limited I got a good idea of Product Quality Check and their Quality Control. I was engaged in the following activities:



2.1.1. Follow Order Sheet Proposal

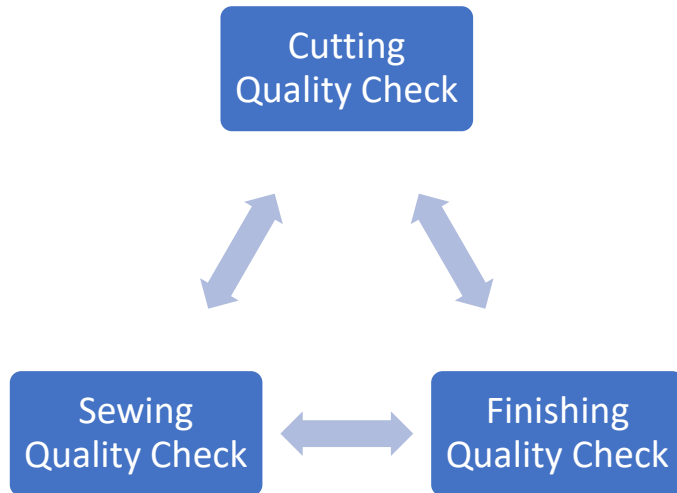


During internship the first I have assigned to me by Zee Fashion Limited was to Order Sheet Proposal or documents comes to Quality Management Department from Merchandiser. From This Report I must follow up the full structure. And I need to write several pieces of information such as season, Dep, product type, trend, fitting, Shipment Date, Total Quantity, Weights (GSM), Packing Style. I also must maintain Style name and must write a bar code, along with the receive signature, the marking seal, time of receiving, and my signature on each. That's how I have been receiving incoming mails and documents addressed to me from Merchandisers and return office copy of incoming mail with receive seal and my signature to Quality Manager. The manager must mark all the incoming documents after registering them with relevant details. Order Sheet Proposal Sample:

COLOR	S	M	L	XL	TTL QTY
VAR-1 Blanco	5668	5668	5312	8332	20980
VAR-2 Azul	5284	5284	7736	7736	20980
VAR-3 Turquesa	4708	4708	6860	6860	20980
VAR-4 Cielarino	4708	4708	6860	6860	20980
	20980	20980	20976	20976	103312

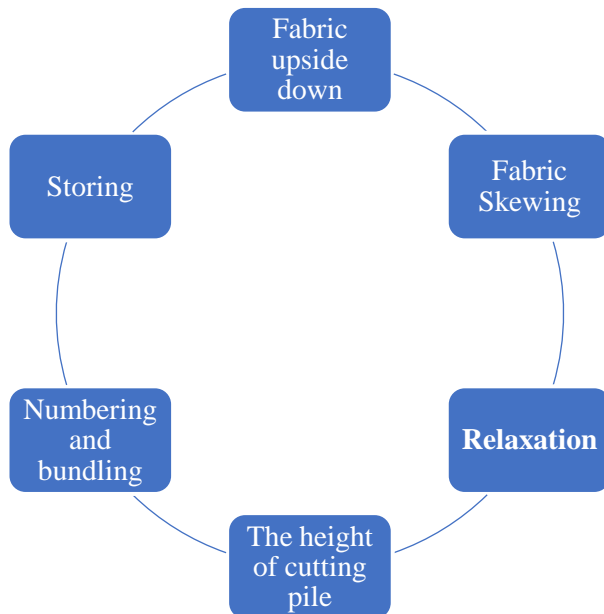
2.1.2 Quality Check Activities

During internship at Zee Fashion Limited as a Quality Check I must follow:



❖ Cutting Quality Check

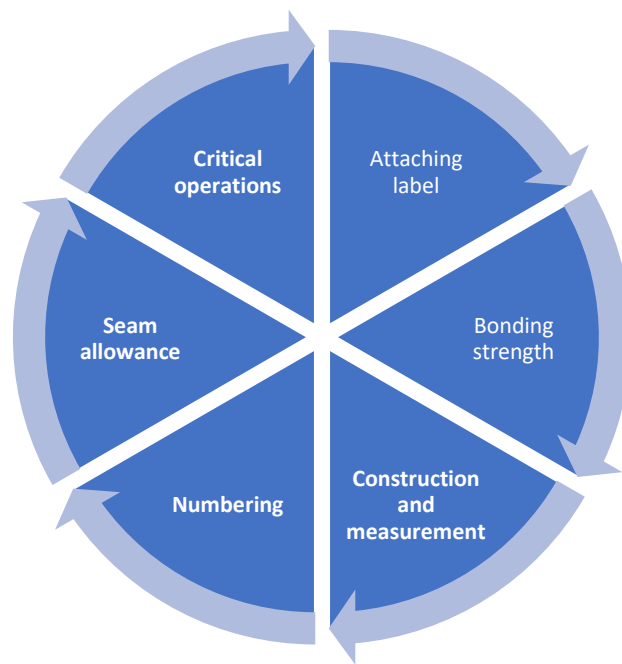
For Cutting Quality Check at Zee Fashion Limited I need to focus following things:



In Cutting Quality Check, My First responsibility I have Make sure that the fabric upside down. I have also got more focused on fabrics skewing. because maximum skewing of 3-5 cm is acceptable, but not more than. Because Any Kind of defect can be solved by re-setting of the fabric at our factory. I also focused on Relaxation because its mandatory for stretch fabrics. Before cutting, knitted, elasticized woven fabrics I ensure that fabrics suitably relaxed for around 12to24 hours or more, depending on the type of fabric. I must make sure that Height of Cutting pile on the cutting table in correct the more chance the cut pieces are unequal in size, and it can lead to size specification & fitting problems. In every step of Cutting, I Make sure the height is suitable for the type of fabric, but 3-5 inches and never more than 5 inches. Before Production I numbered the different parts are properly avoid shading and made sure this numbering and Bundling was easily removed after the sewing was complete. For the last stage of cutting, I have also Make sure that the different parts are properly Stored because every part has their own structure as example rolled, and not folded.

❖ Sewing Quality Check

Sometime At Sewing Section at Zee Fashion Limited I need to look over whole process and check every sewing style is correctly producing, but after the proper sewing I need collect 3sizes sample and check following things:



2.1.3

I have Check all Critical operations as like the sewing of the neck- seam, armhole, cuff, placket, etc. Some time I guide the operator gets the clear input of what is required and how to make it correctly before large quantities. And I have also ensured that Attaching label must be correct as per the size of 100% garments. Checking bonding strength of interlining in the fusing process. I have check operators repeatedly to make sure that they use the correct seam allowance. I Have check and make sure the sewing operatives keep parts with the same Number together to avoid shading. And the last stage of sewing I have Confirm Garments styling construction and measurement are correct as per the approved sample.

❖ **Finishing Quality Check**

Quality Management mainly active in every Department, I have focused on Different Department as a Quality controller. I must follow the Structure and proper measurement for checking the product Qualities. For Finishing Check Quality, I need to collect 3 sample. Those are the following steps for finishing Quality Check:



We used **Sucking** Machine for Reduce the damaging fabrics. And I need also check the Damages. In Finishing Quality Check I need to check **Button attaching** and button how much Snap button too loose / too strong, Snap button not closing properly broken, Button coming off, Button shank missing where required, Spare button missing or put in the wrong position. After Button Attaching, I need to focus on **Iron** Quality, because It's the main part of construction. In **Folding** Sector, I must have to check Correct ticketing and placement, packing accuracy of quantity, assortment, and folding. For the last stage of production **Packing and carton** Mark from molding.

Correct carton selection as per customer requirement, Packaging, sealing, binding, and line code checking. Sample of Packing and Cartoon:



2.1.3 Prepare Reports

Prepare Daily Cut Pannel Measurement Report

During internship the first I have assigned to me by Zee Fashion Limited was to Prepare Daily Cut Pannel Report at first I need to collect same product 3 sizes. This Report I must write down several pieces of information such as report body length, chest, bottom, sleeve length, Description of the product. I also must maintain Style name and must write a bar code, along with the receive seal, the marking seal, time of receiving, and my signature on each Planned Report. That's how I have been receiving incoming mails and documents addressed to me from Merchandisers and return office copy of incoming mail with receive seal and my signature to Quality Manager. The manager must mark all the incoming documents after registering them with relevant details.

Zee Fashion Ltd.
100% Export Oriented Garments
11, New Centre, South Park, Vengal Rao Nagar, Hyderabad

Buyer Order: *AP05/11/22*
Style: *2FMARCSTTSS3*
Date: *10/11/2022*

PROCESS	SIZE	SIZE	SIZE	SIZE
NAME	S	M	L	TTL
Body Length	52	54	56	162
Chest	86	90	94	270
Bottom	80	84	88	252
Sleeve Length	52	54	56	162
Neck				
Wrist				

Signature: *[Signature]* Date: *10/11/2022*

Prepare Measurement Check Report

At Zee Fashion Limited my Next step to Prepare a Measurement Report as per Format. At First, I need to collect 3 sample of every Size from the production Section and write down the details of the product as per format. Then I need to fulfill all the process and submit to my Quality In charge and General Manager. I need to write down those information as a Measurement Report Sample:

Style name : ZPMARCTTR82
 Brand: GIGI (GIGI 19213)
 Season: F/W 2022
 Supplier: ALBA LAURICA
 Fashion designer: Soaring
 Composition: 100% Cotone single Jersey
 Weight: 120 gsm
 Description: T-shirt manica corta e scollo petto, stampa al davanti.

collari: sb 22, doppiato e applicato a
 lapicci, fermo in pulto, impugnura 2 aghi
 con scudiere in metallo
 Cuff: rivolo bloccato alto cm 2,5
 bottom : rete due aghi cm 2,5

MEASUREMENT AFTER TREATMENT (JERSEY)	S	M	L	XL
A 1/2 chest across to seam	46	48,5	51	54,5
A1 front chest at cm 16 flap	35	36,2	37,4	38,6
A2 front position from collar (excluding piping)	48	48,5	49	49,5
B waist at 15 cm from armhole	43	45,5	48	50,5
C bottom width	49	50,5	52	53,5
N bottom height	18	18,5	19	19,5
D1 total shoulder edge to edge	37	38,2	39,4	40,6
O back collar drop	4	4	4	4
P shoulder apex	36	37,2	38,4	39,6
A2 back chest taken at half armhole position	62	64	66	68
L length back from centre back	18	19	20	21
F straight armhole	18	19	20	21
G sleeve length from armhole	18	19	20	21
H sleeve length underarm	3	3,5	4	4,5
H1 sleeve	16	16,5	17	17,5
I cuff opening	15	15,5	16	16,5
N1 Cuff height - turn-up	19	19,5	20	20,5
L collar length ribb included	10	10	10,5	10,5
N2 front collar from seam top	10	10	10,5	10,5
Z collar ribb height	1,5	1,5	1,5	1,5

LA SPEDIZIONE NON AUTORIZZA LE PRODUZIONI MA SOLO I CAMPIONI
 LE CONDIZIONI ED I PRESI DEL TESSUTO RESTANO PASSATIVE COME DA SCHEDA ORIGINALE

Prepare Inspection Report

During internship my last activities at Zee Fashion Limited to prepare an inspection report and submit it to the General Manager. For these activities I need to follow inspection standard AQL chart, its show checking quantity per size. After finishing Quality check, I need to prepare inspection report and write down several information as like accessories check list, result, inspection summary, accept level, reject level, comments. After those process I need to submit the report to Quality Manager and General Manager. After those procedures the shipment will accept or rejected. Inspection Report:

Zee Fashion Ltd.
 11, Bako Drive, South Para, Toraj, Cakrawa, Bengkulu.

Garments Inspection Report DATE: 16/11/2022

BY: ALFA RIDWAN CHECKED: ALFA RIDWAN DATE: 16/11/2022

QUANTITY: 1000 REWORK: 0 REJECT: 0

NO	DEFECT	ACCEPTANCE	REJECT
1	Color	OK	0
2	Dimension	OK	0
3	Material	OK	0
4	Construction	OK	0
5	Label	OK	0
6	Other	OK	0

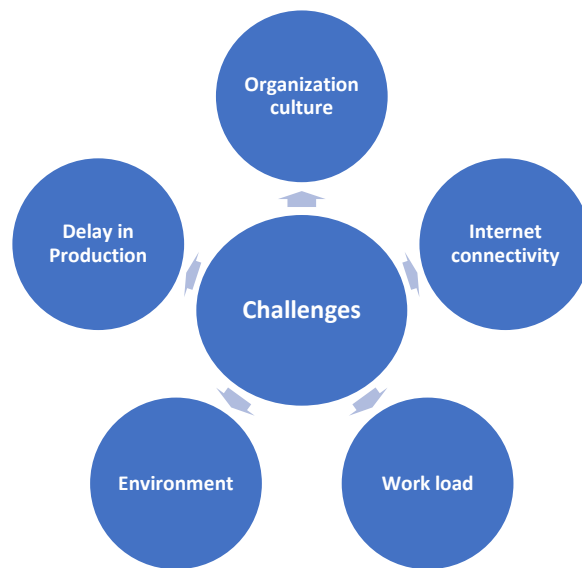
REMARKS: NO FINDING

INSPECTOR: ALFA RIDWAN CHECKER: ALFA RIDWAN

Chapter -3
CONSTRAINTS/CHALLENGES

3.1 Observed in the Organization

A constraint is something that limits or inhibits our ability to achieve anything. I have witnessed various organizational issues. During my internship, I compiled a list of these limitations. In addition, I had an excellent opportunity to obtain a comprehensive understanding of the Production Management of Zee Fashion Limited.



Organization culture:

Like any other organization, Zee Fashion Limited has its own culture and environment. While this is normal for its regular employees. But adjusting to the culture is difficult for me. Due to this organizational culture, I found it quite challenging to communicate with people during the first few days of my internship.

Internet connectivity

I have noticed that the internet connection is sometimes not stable. Because of this issue, employees can't work on their computers properly and their works are also delayed. This is also a major issue because Most of Buyer from Foreign in Zee Fashion Limited and no one can work without the internet at present, and in the office, this is more correct as most of the works are dependent on online-based software.

Work Load

In the workplace, besides my primary tasks, I am doing a lot of unstructured work. Every day I receive different requirements from my supervisors and my colleagues, then I work according to Working under Pressure because RMD sector is too busy sector, every day there was lots of orders, delivery, quality check, prepare reports and, I must do multiple tasks at the same time, this is very challenging for me.

Environment

We know that RMD sector is too busy sector. At Zee Fashion Limited, there was too much noise and uncertainty environment.

Delay in Production

As an intern I notices Zee Fashion didn't have enough sourcing, they are dependent on single sourcing for production, sometime didn't delivery in time which can delay the production.

3.2 Mismatches & Missing Knowledge and Skills in Academic Preparation:

3.2.1 Major and academic course related

The first mismatch I have noticed that academic education and real-life workplace scenario is completely different. There was no connection between my activity and my academic background. For instance, even though my major is in Operation and Supply Chain Management, and I am supposed to work in such fields. I don't find any relevancy of any single academic courses with my office activities.

3.2.2 Software Related

In University we have learned the uses of MS word, excel, PowerPoint. But in work place I have seen that they are using more advanced and powerful software which seems to be quite complex to me. Though I have learned basic and advance use of Excel, Word, and PowerPoint. But they have maximum manual but still I don't have any idea regarding that software used in Zee Fashion Limited and I don't know how to use it.

3.3.3 Report Making Limitation

At Zee Fashion Limited in Qc Management, I need prepared different type of report, which is mainly manually, they didn't use latest technology or format. Every day I must have to present my previous day work in different officer, at same time I have also focus on my work.

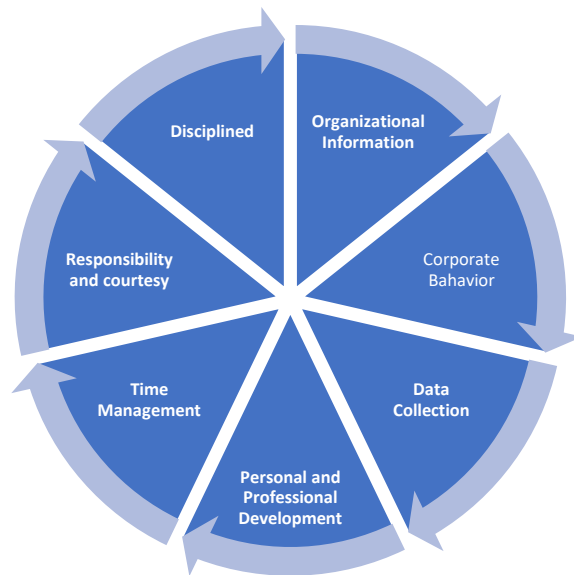
Chapter – 4
LESSON LEARNED

4.1: Lessons learned from organization

After completing my internship, I gained knowledge about the organization's history and background. Vision, Mission, Core Values, organogram and strength, weakness, opportunities, and threat of Zee Fashion Limited and gained valuable experience working as an intern at Zee Fashion Limited and its will be helpful for my future professional career. I can investigate the organization in more detail. I gained knowledge of the organization's different departments, the working processes, and the management of the organization.

4.1.1: Corporate Culture

I have completed my internship in Zee Fashion Limited. The internship enables me to get a broad variety of information and experience about the structure of actual workplaces. From my point of view, the corporate culture of the organization is given below:



Organizational Information

After completing my internship, I gained knowledge about the organization's history and background. Vision, Mission, Core Values, organogram and strength, weakness, opportunities, and threat of Zee Fashion Limited.

Corporate Behavior

At Zee Fashion Limited, Corporate behavior is important connections within Organization between individuals, teams, and in the organization. All the Executive, Officers and staffs of the branch are well behaved.

Data Collection

I have also been taught how to collect and gather several information from different Section and how to synchronize that information in reports.

Responsibility and courtesy

During my internship I have learned the meaning of responsibility. For example: If I lost any document for, I will be responsible, so, I have learned the responsibilities properly by doing real life office activities. I have also learned how to behave by maintaining courtesy with my co-workers.

Personal and Professional Development

Based on my own professional experience, Zee Fashion gave me the most significant development of my life. I discovered here, among other things, the business culture, way of life, and challenges.

Time Management

Students who are skilled in organizing and planning seem to have an advantage in the eyes of potential employers. Time management is described as the process of determining requirements, setting objectives to fulfil these needs, prioritizing and planning actions necessary to accomplish these goals. In order to teach BBA students how to manage their time effectively and arrange their work, the academics advocated include certain practices and emphases in the undergraduate academic course (Nahid & Farhana, 2021).

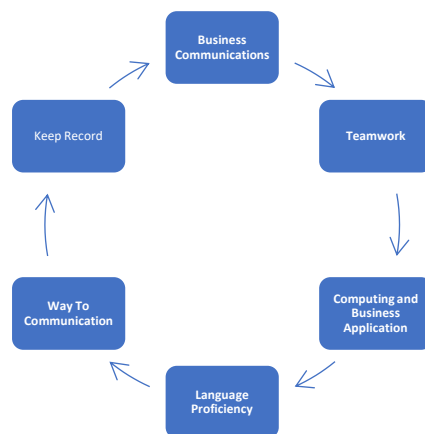
During my internship I have learned how to manage time. Office time was 8 hours in Office, and it was from 10 am to 6 pm. I used to go to bank at 10 am every day and leave for home at 6 pm. At the very beginning it's quite difficult for me to cop up with 8 hours work time, but later gradually got used to it.

Disciplined

Maintaining discipline is essential for any organization. The HR department at Zee Fashion Limited always handles that matter correctly. Time management, creating a welcoming workplace, always being kind and humble, etc. I finally got used to being formal and disciplined.

4.1.2 Practical Knowledge on Various Issue

I now have more practical understanding on a wide variety of topics, especially how to handle intense pressure. I have gained valuable knowledge on working in a team. The Practical Knowledge I have gained from the organization is described below:



Business Communications

During internship trained me to E-mail communication for Official purposes. As it teaches how to write different types of letters, reports. Sometimes, many official drafts of the letter were prepared by me and finally checked by the manager.

Computing and Business Application

In our Computing & Business Application (CBA) and in some other courses I have learned how to use different software's such as MS excel, Word, PowerPoint, Quick Book etc. I have learned the base of Excel form CBA course. This course was so much helpful because it has created a solid concept of Excel for the first time in my mind and obviously helped me to enhance my competencies.

Language Proficiency

I have enhanced my English writing and communication skills a lot by continuing my courses and attending classes at university. Though I am from Bangla medium but still the curriculum of university helped me a lot to gain language proficiency in English.

Way To Communication

Due to having emphasize on teamwork I usually must meet with unknown peoples in different semesters and faculties also encouraged us to build a team with unknown peoples. This helped me a lot during my intern to enhance my communication skills through discussions and meeting with group members.

Teamwork

From university I have learned teamwork through different projects, assignments, presentations, and from different competitions. Sometimes, I lead the team as team leader. Thus, I have learned how to work in a team from university.

Keep Record

In Garments Industry, every piece of information is valueless without written documents. So, I need to keep important documents as like report and different type of documents with the signature of the authorized officer. I have learned how to keep a record of data and information

4.1.3 Transforming Skills (e.g. leadership, communication, interpersonal, problem solving. Etc.)

I gained communication skills for dealing with Senior Managers and other Officers and useful information regarding organizational behavior. I now have a better understanding of responsibility and how to interact with others politely, which will be very useful for my future career. Due to having emphasize on teamwork I usually must meet with unknown peoples in different semesters and faculties also encouraged us to build a team with unknown peoples. This helped me a lot to enhance my communication skills through discussions and meeting with group members. I've also learnt how to use office supplies. I now have a better understanding of responsibility and how to interact with others politely, such as upholding the organization's norms and regulations. which will be very useful for my future career. Multitasking abilities were the main factor that would aid. During my internship, I picked up this crucial ability.

4.1.4 Professionalism

As I have done my internship at Garments Sector, I have observed the whole scenario of the activities involved in this sort of organizations. While workplace working hours were eight hours, university classes were only three to four hours long. I learned effective time management techniques from my internship that I will use in my profession. So, these are some of the key highlights of lessons learned which will help me for my future Profession.

Effective Communication

Due to having emphasize on teamwork I usually must meet with unknown peoples in different semesters and faculties also encouraged us to build a team with unknown peoples. This helped me a lot to enhance my communication skills through discussions and meeting with group members.

Data Analysis Skills

At Zee Fashion Limited, every day I have collect different and prepare report based of Different data which has helped me to increase Data Analysis Skills.

Interpersonal skills

My daily interactions with the employees of this wide network have also improved my Interpersonal skills.

Leadership Skills

At Zee Fashion Limited every day has good leadership quality in different departments, I have learned form.

Presentation Skills

Due to a daily team meeting I present my previous day's job activities; I have learned how to perform presentation properly.

Decision-Making Skills

Strong decision-making skills are important to face complex challenges in the workplace. I have seen this quality among the Managers of Zee Fashion Limited how they make a quick decision to fulfil target.

4.2 Lesson Learnt from the University (AIUB):

4.2.1 Teamwork

From university I have learned teamwork through different projects, assignments, presentations, and from different competitions. Sometimes, I lead the team as team leader and sometimes I got supervised by a team leader. Thus, I have learned how to work in a team from university.

4.2.2 Communication

Due to having emphasize on teamwork I usually must meet with unknown peoples in different semesters and faculties also encouraged us to build a team with unknown peoples. This helped me a lot to enhance my communication skills through discussions and meeting with group members.

4.2.3 Software related skills:

In our Computing & Business Application (CBA) and in some other courses I have learned how to use different software's such as MS excel, Word, PowerPoint, Quick Book etc. I have learned the base of Excel from CBA course. This course was so much helpful because it has created a solid concept of Excel for the first time in my mind and obviously helped me to enhance my competencies.

4.2.4 Language proficiency

I have enhanced my English writing and communication skills a lot by continuing my courses and attending classes at university. Though I am from Bangla medium but still the curriculum of university helped me a lot to gain language proficiency in English.

4.2.5 Timeliness

I used to go to my university and attend classes timely. This helps me to learn timeless. 4.2.7 Complex problem solving and critical thinking: Through solving different case studies, competitions, and major courses I have enhanced my complex problem solving and critical thinking ability.

4.2.6 Presentation skills

I have learned this skill well. Presentation is an integral part of corporate world. I have learned how to perform presentation properly.

4.2.7 Professional development related lessons

Through professional development course offered by university, I have learned several things, such as corporate etiquette, Written communication skill. CV Writing technique, software related skill and so on.

Chapter – 5
CONCLUDING STATEMENTS

5.1 Concluding Statements:

There are six portions or chapters in this report. Introduction in chapter one, activities in chapter two, followed by limitations/challenges and a lesson learnt in chapter four. A thorough introduction is provided in chapter one. Chapter one covered the study's goals, the history of the organization, its mission, vision, core values, and commitment, as well as the management profile, organogram, and swot analysis. The duties I completed during my internship are properly described in chapter two. Mismatches and missing information that are seen in the workplace that I discussed in chapter three. knowledge and expertise in thorough academic Plan. I talked about the things I've learned from the institution and the organization in chapter four.

This report is the reflection of my activities in Zee Fashion Limited. They provide me a good environments and facilities to work. It was my pleasure to do my internship program there. During my internship period I have tried to relate the academic knowledge with the practical world. I did different kinds of activities; these things will help me to get prepare to survive in the professional Life.

Recommendation for the organization:

- They should increase their Production Line
- They should fix whenever problem arises without taking the help of IT so that they can save their times.
- They should upgrade their old computers or replace them with new to reduce performance and power failure issues
- They should assign more people to work in Maintenance department.
- They should fix all the problems of their air conditioning system.
- They should repair their help desk mobile phones and land phones whenever problem arises in order and avoid customers dissatisfaction.

Chapter – 6
PROPOSED IMPROVEMENT PLAN

6.1 Proposed Improvement Plan for the organization:

Existing Problem/Weak Areas of the Organization as identified in the AR	Actions to be Taken/Proposed Solution to the Problem	Strategy (Mode of implementation or ways of addressing the problem)	Office/Personnel Involved (Who will implement and who will benefit/affected by the Action/Solution)	Resource Requirements (Manpower and Financial)	Expected Concrete Result/Outcome
Sourcing	Choose Multisource	They should find or chose Multisource and delay production.	Merchandiser	They should increase their Supplier.	It will improve their Production, delivery in time and make their buyer and customer happier.
Transportation	Own Transportation	They should make their own transportation system.	HR Department	They should increase their job circular and hire	It will improve their transportation and make sure shipment in time.

Maintenance	Hire Quality Human Resource.	They should hire more qualify Human resource for maintenance.	HR Department	They should increase their job circular and hire.	It will improve their Production Line.
Sewing lines	Hire Human Resource.	They Should Start Their Sewing Line with more space Human Resources.	HR Department	They should increase their Space and job circular and hire.	It will improve their production and sewing lines.

References

Nahid, M. M. H., & Farhana, N. (2021). Investigating BBA students' conceptions and perceptions of internship: A case study from Bangladesh. *AIUB Journal of Business and Economics*, 18(1), 113–132. <https://ajbe.aiub.edu/index.php/ajbe/article/view/100>

APPENDICES

Appendix A: Resume

Rakibul Hasan



Contact

Present Address: House# 07,
Road#5, Dhour, Turag, Dhaka-
1230

Phone:
+88 01627938826

Email:
Rakib.rex2015@hotmail.com

Languages

Have good skills of reading,
writing & speaking in Bengali &
English.

Hobbies

- Traveling
- Swimming
- Gardening

Signature
Date:

Career Objective

To enjoy a job with intelligently, dedication a strong sense of responsibility, efficiency and willingness to learn and grow. To save the company or organization with a view to achieving culmination with the best performance.

Skill Highlights

- Strong decision maker
- Have Good skills
- comunion in English
- Complex problem solver
- Innovative
- Service-focused
- Good Typing Speed

Education

Bachelor Of business Administration

Result : 3.40
Year : 2019-2022
Faculty : Faculty Of Business Administration
Major : Operations and Supply Chain Management
Institution : American International University-Bangladesh

Higher Secondary Certificate

Result : 4.25
Year : 2018
Group : Business Studies
Board : Dhaka
Institution : Milestone College

Secondary School Certificate

Result : 4.22
Year : 2016
Group : Business Studies
Board : Dhaka
Institution : Milestone College

Work Experience

Zee Fashion Limited

October 2022-
December 2022

Successfully Complete 10 weeks Internship as a Quality Controller.

Personal Information

Father's Name : Md Aman Uddin
Mother's Name : Abeda Begum
Date Of Birth : July 10, 1999
Permanent Address : House# 07, Road#5, Dhour,
Turag, Dhaka- 1230

Appendix B: Joining Letter



Zee Fashion Ltd.

100% Export Oriented Garments.

Ref.....

Date. 17-10-2022

Joining Letter

Name : Rakibul Hasan
Mobile: 01627938826
Email: rakib.rex2015@hotmail.com

Subject: Offer letter for the position as Intern.

Congratulations Rakibul

With References to your job Application, Zee Fashion Limited, is delighted to offer you the Position Intern in Quality Management Departement of the Organisation. Your excellence in getting through all the stages of the recruitment position. Your joining date is effective from on or before 16th October and we hope you will join us as soon as possible.

Our HR department will contraction you soon with detail about next procedures.

The Management warmly Welcome you to Zee Fashion Limited and looking forward to working with you.

Thanking you ,

General Manager
Zee Fashion Ltd

HR Department
Zee Fashion Limited

Head Office : House # 54, Road # 05, Sector # 12, Uttara, Dhaka-1230.
Factory : 11, Baro Dewra, South para, Tongi, Gazipur, Bangladesh.
Mobile : 01748-951427 **E-mail :** zeefashionknit@gmail.com

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