



Snowtex Group

INTERNSHIP REPORT

On Human Resources (Training and development sector)

Prepared by

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Summary:

I have completed a 10-week internship at Snowtex Group, a well-known garment company in Bangladesh. I, Yashfee Khan Jahra, began my internship in the training and development area of the human resources department. I also participated in their training sessions and development meetings. As part of their team, I actively contributed to training activities such as skill development, community development, designing training materials, managing training operations, overseeing tests, and organizing practical exposure. This report will provide an overview of my entire internship experience, including my efforts and what I learned. My internship at Snowtex Group improved my professional experience and contributed to my career growth and understanding of workplace dynamics. The training and development efforts in the HR sector enhance employee performance and boost productivity while improving workers' capabilities. This sector plays an important role in developing workers' skills and productivity, along with improving performance in the workplace. The human resources department allowed me to connect with every sector and every aspect of the company.

Letter of Transmittal

19-12-2025

Md. Meherabul Haque

Lecturer

Faculty of Humanities of Social Science.

Department of Journalism, Media and Communication

Daffodil International University

Subject: Submission of my 10 week internship Journey at Snowtex Group

Dear Sir,

With due respect, I am writing to inform you that I have been assigned a 10-week internship to finish my Bachelor of Social Science (B.S.S.) degree. I have completed 138 credits in my studies, and I need a 4-credit internship to reach the 142 credits required for my BSS program. This has been one of the best experiences of my academic career. I am thankful to my university for this opportunity.

My 10-week internship at Snowtex Group allowed me to gain practical experience and insights into my future career. I worked with a talented HR team. Through this internship, I learned many new skills. I successfully completed my training and development role in the Human Resources department. I appreciate my JMC department, my mentors, and my university for their support and guidance every step of the way.

I am very much thankful to my supervisor for his excellent advice and support, which helped me finish my internship successfully

Regards



Yashfee Khan Jahra

Student ID: 221-24-031

Department of Journalism, Media & Communication

Faculty of Humanities & Social Science

Daffodil International University

Certificate of Approval



I feel pleased to clarify that the internship report on Snowtex Group was prepared by Yashfee Khan Jahra, Student ID: 221-24-031, Department of Journalism, Media & Communication. Yashfee Khan Jahra has been approved for her presentation and viva-voce according to the course requirement. Under my academic supervision, 'Yashfee Khan Jahra' has worked at Snowtex Group as a junior executive in the Human Resources department in the training and development sector as an intern. She completed her 10-week internship period from 01-10-2025 to 10-12-2025. I am pleased to clarify that the findings and details attached in the internship report are the authentic work of Yashfee Khan Jahra, to my knowledge. To my knowledge, Yashfee Khan Jahra bears a perfect character and also has a very strong personality and is a hardworking person.

I wish her success in her upcoming career and future life and hope she keeps the department proud of her success.

A handwritten signature in black ink, appearing to be 'Md. Meherabul Haque'.

Md. Meherabul Haque

Lecturer

Department of Journalism, Media & Communication

Faculty of Humanities & Social Sciences

Daffodil International University

Certificate from Organization

SNOWTEX OUTERWEAR LTD.

Factory : B-65/3, Lakuriapara, Dhulivita, Dhamrai, Dhaka - 1350, Bangladesh
Phone : +88 09611680680, E-mail: info@snowtex.org, web: www.snowtex.org

Ref: SOL/Intern/CER/05

Date: 09/12/2025

TO WHOM IT MAY CONCERN

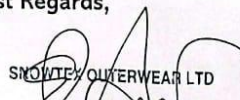
This is to certify that Yashfee Khan Jahra a student of Daffodil International University, under the Department of Journalism, Media & Communication. She has attended her internship program into this organization from 1st October, 2025 to 10th December, 2025.

She has worked under **Human Resource department in training and development section**. This report was aimed to clarify the overview of this organization. She worked several areas of HR department and met the objective of the report.

Throughout the internship period, She demonstrated strong design skills, professionalism, and a self-motivated attitude toward learning new concepts. Her performance consistently exceeded expectations, and she successfully completed all assigned tasks within the stipulated timeline.

We extend our best wishes for her future endeavors and believe she will continue to achieve success in her academic and professional journey.

Best Regards,


SNOWTEX OUTERWEAR LTD
Wahiduzzaman Raad
Deputy Manager (HR)

Wahiduzzaman Raad
Deputy Manager (Human Resources)
Snowtex Outerwear Limited.



Corporate Office : Avenue # 02, Road # 13, House # 1322, Mirpur DOHS, Dhaka – 1216, Bangladesh
Phone: +88 02 58070826, Fax : +88 02 58070551-5, Email: info@snowtex.org, web: www.snowtex.org

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Acknowledgement

I am very grateful to Almighty Allah for giving me the capability of completing my internship report. The internship report has covered all my academic lessons of the Bachelor of Social Science (B.S.S.) degree. I am very thankful to Daffodil International University because this institution has given me the capability, confidence, and knowledge and also allowed me to learn practical skills and gain working experience by doing this internship at the Snowtex Group. Work has given me a lot of experience outside of the classroom. Also, I am very grateful to both of my supervisors, “(Md. Mehrabul Haque), lecturer of DIU” & “(Wahiduzzaman Raad), Deputy Manager (HR).” They helped me in every step of my learning. Under his supervision, I found the most effective guidance and mental support. My academic supervisor was “Md. Meherabul Haque,” Lecturer of the Department of Journalism, Media & Communication at Daffodil International University. I am very glad to have his excellent guidance in this internship journey. He has guided me since day one and given regular feedback on my daily work during my internship. This internship is a lifetime achievement for me in my career. Also, my internship supervisor was “Wahiduzzaman Raad,” Deputy Manager (HR) at Snowtex Group. I am very thankful to have his incredible guidance and support to work in Snowtex Group. Under his guidance, I could achieve hands-on experience in HR work. And also, I would like to thank my mentors, my department, and my university for keeping me updated with all the information since day one and helping me throughout the whole journey of the internship. This internship period will be considered as the most important part of my career, I must say, and I will be very grateful for this in my lifetime.

Sincerely



Yashfee khan Jahra
Student ID : 221-24-031
Department of Journalism, Media & Communication
Daffodil International University

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Chapter One Introduction:

1:1 Company Overview:

The name of the organization is “**Snowtex Group.**”

Name of the Director: **S M Khaled**, Managing Director of Snowtex Group and Sara Lifestyle Limited.

Snowtex Group has two sectors, one is **SOL**, “Snowtex Outwear Limited,” and the other is **SSL**, “Snowtex Sportswear Limited.” This company basically works with 18 buyers, such as Decathlon, Columbia Sportswear, Best Seller, G-Star, Richlu Manufacturing Company, Alph Broder Ltd., Nautica, CSW, Li & Fung, Kontoor, etc. Their mother buyer is “**DECATHLON and COLUMBIA**”

The most bought products are jackets. Almost 20,000+ workers and 3,000+ staff are working here. Sara Lifestyle is a sister concern of Snowtex Outwear Limited. Sara's lifestyle is the own brand of Snowtex Group.

Sense: Be happy, Make happy.

Values: Honesty and commitment

Vision: To provide seamless service for global fashion brand by better quality, productivity, advanced technology and reducing environmental impact.

Mission: Establishing quality control procedures, monitoring the production process, creating a quality assurance team, conducting regular audit, implementing quality control system, using the right equipment, training employees, sourcing of better raw material and providing feedback to supplier.

1:2 About Internship:

My internship provided practical experience that is valuable and helpful to my skills, strengths, and confidence. There, I had the opportunity to apply my practical experience and educational knowledge with a hard-working and talented team. From the whole team, I learned how to collaborate in teamwork and with the members. Also, I learned about how to set daily goals for a better outcome. My internship experience helped improve my communication skills, problem-solving skills, time management skills, teamwork skills, taking responsibilities, and working under tight deadlines.

An internship opportunity that helps me in my future career:

- 1: Improve my communication skills.
- 2: Work with almost 3000 people.
- 3: Developing my practical skills.
- 4: Working with the most important sector for Bangladesh.
- 5: Upgrade my professionalism at work.

Organization picture



1:3 Why I chose the Snowtex Group for my internship: my incentive behind choosing this:

After coming to Daffodil International University, I found my interest in communication and developing sectors, but I can't find my ultimate career goal. Doing my bachelor's degree in the Journalism, Media & Communication department, I found my interest in the communication and development sector, and also nowadays the communication and development sector has a good career. Then I got to know that a renowned company, "Snowtex Group," had a training and development sector for their betterment and development. So I applied for my internship in the training and development sector and got the opportunity to work here with the dynamic HR team. While giving my bachelor's degree finals, I was applying to various other renowned companies for internships, and I applied to the Snowtex Group in the training and development sector. I have been selected by another company as a junior executive in HR, but I chose Snowtex Group for my internship.

1.4 Duration of the Internship

From October 01 2025 to 10 December 2025, 2 month & 15 days, i appointed as an intern. This 10 week journey of mine had given me a chance to growth and develop in professionally. Throughout this period, I actively participant in various work with their dynamic team members.

1:5 DEDICATION:

I dedicate my work to the Almighty God of my life, whose grace, guidance, & blessings have been my greatest strength and support throughout every step of my journey. Also, I dedicate this, and I am grateful to all of my teachers who supported me from the very beginning and helped me experience and gain knowledge and made me who I am. Today I am here, almost ending my academic journey. This is possible because of the effort put in by my parents and family members and teachers. Also, thanks and gratitude to both of my supervisors for their immense support in this last stage.

And thank you from the bottom of my heart to everyone who supported me at every step of my BSS journey.

1:6 Leadership Profile: An Overview of my academic supervisor:



Name: **Md. Meherabul Haque**

Department: **Journalism, Media and Communication**

Designation: **Lecturer**

Faculty: **Faculty of Humanities & Social Sciences**

E-mail: haque.jmc@diu.edu.bd

Brief Review:

Md. Meherabul Haque (lecturer) of the Department of Journalism, Media, and Communication was my academic supervisor during my whole internship. Md. Meherabul Haque (sir) completed his master's degree in the journalism, media, and communication department. He was the gold medalist of DIU's 11th convocation. And now appointed as a lecturer in the journalism, media, and communication department at Daffodil International University from September 2024. I, Yashfee Khan Jahra, was assigned for a 10-week internship journey under the supervision of Md. Meherabul Haque (Sir). His mentorship helped me to understand my academic curriculum throughout the internship period and also gave me inspiration to actively participate in every work to prove myself in industrial work. Moreover, my academic supervisor, Md. Meherabul Haque ,

has good communication and guidance skills. His guidance gave me the confidence to step forward in this journey. Also, he actively encouraged me and supported me in my internship period

Role as an internship supervisor:

He mentored me. He was consistently checking my papers. He provided me with regular feedback apart from checking all my documents. He was very encouraging and guided me whenever I tried to reach him. Under his mentorship, a student gets the privilege to learn, explore, and acquire knowledge and be bestowed with good mentorship.

He supports interns in gaining a better understanding of the following aspects:

- 1: Acquired knowledge of the defense paper.
- 2: Better structure of defense writing.
- 3: How the writing is supposed to be done.
- 4: What am I supposed to do in the internship journey.
- 5: Overall procedure of defense & viva

Through his mentorship, a student gets the opportunity to learn, your support fosters direction, confidence, and motivation for growth. Your understanding and commitment enable us to turn challenges into learning experiences. He allows a student to learn and develop on an academic and personal level. His leadership influences not only the work we do, but also who we want to be as professionals.

1:7 Leadership overview: An Overview of my internship supervisor:



Name: **Wahiduzzaman Raad**

Department: **Human Resources Management**

Employee ID: **04011125387**

Position: **Deputy Manager**

Experience: **5 Years 7 Months**

Areas of Responsibility: **HR Development, Project Execution & Employee empowerment**

Brief Overview:

Wahiduzzaman Raad has attended to most aspects of human resource management with more than 5 years and 7 months of hands-on experience as an HR professional. He currently works in the HR Development wing, playing a key role in shaping HR strategies, implementing employee development initiatives, and ensuring efficient HR operations across the organization. He is actively involved in project-based employee empowerment, focusing on capacity building, skill

development, and managing the overall workforce productivity. Also, he involves data-driven decision-making and aligns the HR functions with organizational goals.

Role as Internship Supervisor

As an internship supervisor, Mr. Raad provides guidance, mentorship, and practical exposure to HR functions. He ensures that interns understand the core HR activities and develop essential professional skills. His supervision style enriches learning through real-life HR tasks and constructive feedback and maintains professional excellence. He also tries to teach me all the HR things in this 10-week period, which will help me in my future job.

Moreover, Wahiduzzaman Raad, my supervisor, has good supervision quality and good guidance.

He supports interns in gaining a better understanding of:

- 1: Recruitment & HR Operation
- 2: HR Development activities
- 3: Workplace communication
- 4: Employee engagement
- 5: Project-based HR tasks

Through his mentorship, interns get the opportunity to work in a supportive environment and develop confidence in performing HR responsibilities.

My first day at Snowtex Group, near “ Snowtex Sportswear Limited ”



Chapter Two Organizational Profile

2:1 Background:



Genre: Ready Made Garments.

Type : privately Held

Industry : Apparel & fashion

Sense : Be happy , makes happy

Value : Honesty and commitment

Total department: 27 department.

Total building: 04 building in factory , 1 building in head office.3

Office hour:

Saturday to Thursday:

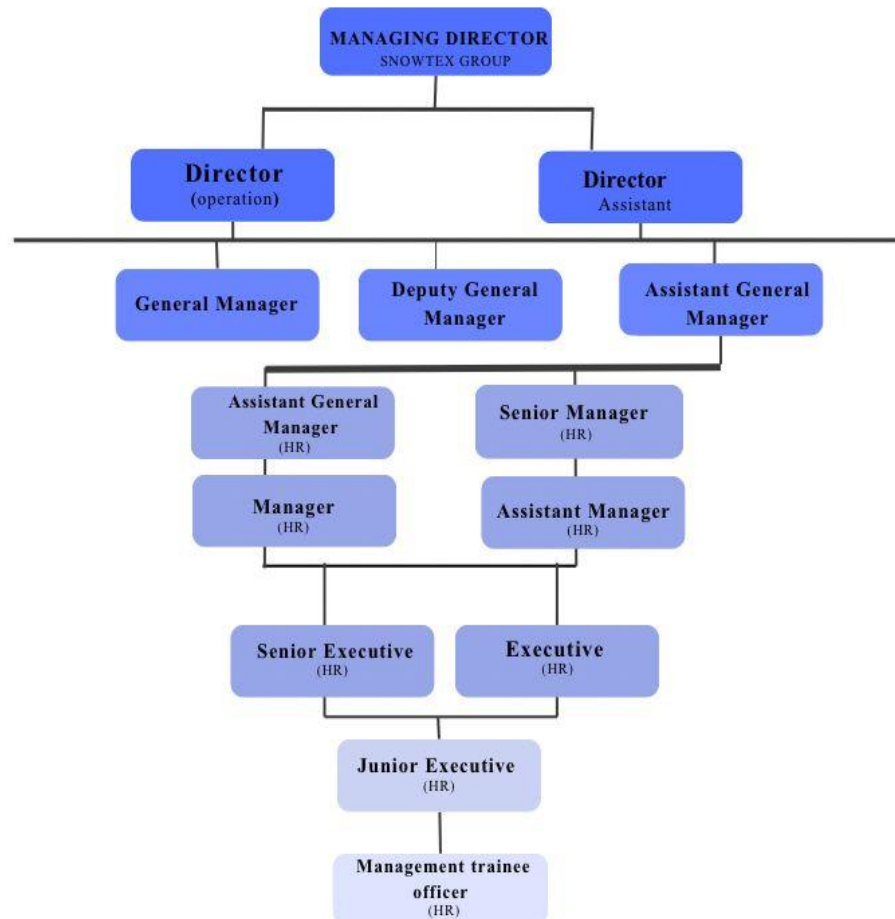
08:00 AM - 6:00 PM (Approximate)

Friday: Closed

2.2 Organizational Structure:

COMPANY ORGANOGRAM CHART (HR)

Snowtex Group



2.3 Contact info:

Address of Snowtex Group:

- B-65/3, Lakuriapar, Dhulivita, Dhamrai 1350. (factory)
- Mirpur 10 (Head office)
- Sara Lifestyle Ltd. Plot-10, Road-9, Block-KA, Section-6, Mirpur, Dhaka, Bangladesh.
- Phone: +8809611680680 ,

Social media :

Official website link : <https://snowtex.com.bd/>

Company profile link: https://youtu.be/pu1Jh_1OTHE?si=fkVrtloqppE8GgtR

LinkedIn profile: <https://www.linkedin.com/company/snowtex-group/>

Facebook profile: <https://www.facebook.com/share/1DVH8aJTar/?mibextid=wwXIfr>



2:4 Facilities company gives:

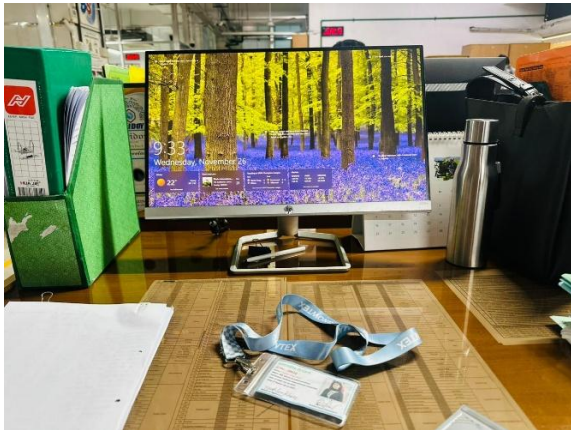
- 1: Company profit share.
- 2: Regular lunch and snacks are provided.
- 3: Green Nature Company.
- 4: Transport facilities.
- 5: Training facilities.
- 6: Rule by the Bangladesh labor law.
- 7: Service benefits for long-time job holders.
- 8: Provided fund facilities.
- 9: 2 full bonuses yearly.
- 10: Basic manners training for everyone.
- 11: 120 days + pregnancy leave for women.
- 12: Child day care facilities.
- 13: Ambulance facilities.
- 14: Medical facilities.
- 15: Health and scholarship facilities.
- 16: Discounts in many hospitals.
- 17: On-time salary & overtime.
- 18: Free lunch facilities.
- 19: Free tree distribution to all employees for social responsibility.
- 20: Work facilities for disabled persons.

2:5 Award and certification of SNOWTEX GROUP

- 1: WRAP.
- 2: WCA.
- 3: BSCI.
- 4: SEDEX.
- 5: GSV award (Global Security Verification).
- 6: Customs trade partnership against terrorism.
- 7: Decathlon.
- 8: Ceres.
- 9: OEKO-TEX.
- 10: RDS: Responsible Down Standard.
- 11: RFID.
- 12: Accord.
- 13: LEED gold certificate by the U.S. Green Building Council.

Good practice award –

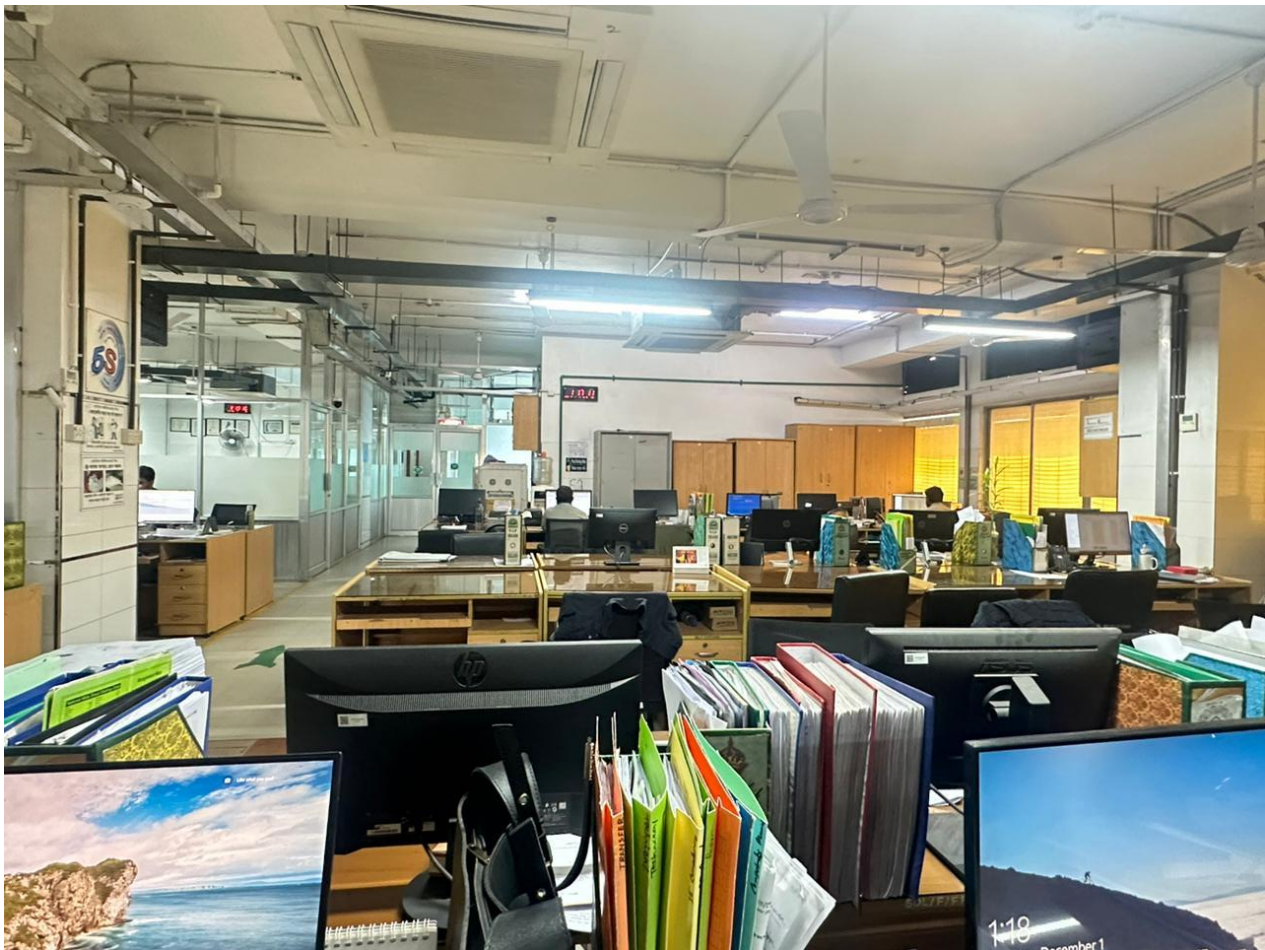
- 1: ILO International Labor Organization Award.
 - 2: Health & Safety award from LABOUR AND EMPLOYMENT
 - 3: Factory of the year award from BERNE AWARD.
 - 4: Best improve factory award.
 - 5: Southeast bank green award.
 - 6: Best practice award by RGM TIMES
-



Office Desk



My office id card



our central office

Chapter Three

Learning Experience

3.1 10 week / weekly working list:

Week 1: (Timeline: October 01-October 07, 2025)

My Learning:

- Factory tour: visited 3 buildings, knew about floors, central, and conference room.
- Meet with every team, especially for the introduction to the HR team.
- Company code of conduct.
- Rules and regulations.
- How to do orientation for new employees.
- Orientation exams related to the company.
- Introduction to the factory structure.
- Reviewed HR policy

My Activities:

- First, I have been assigned to study the history book of this company.
- Join their orientation program with the HR training and development team.
- Help the team to coordinate the examination.
- Understood the workflow.

Week 2: (Timeline: October 08-October 14, 2025)

My Learning:

- Maintenance of a new employee's file.
- Include all data online.
- Check their validity prior to appointing them to the job.
- Online nationality check through NID card.
- Gained knowledge on compliance requirements.

My Activities:

- Writing files that include job descriptions, forms from the company, service books, etc.
- Also included information online.
- Collecting employees' data, papers, etc.

Week 3: (Timeline: October 15 -October 21 2025)

My Learning:

- Increase my Avro and Bijoy typing skills.
- Fast typing in Avro and Bijoy.
- And also learn about how to communicate better in person.
- Improve communication with the workers through orientations and training.

My Activities:

- Communication with workers, staff, and every department through training sessions.
- Making documents for orientation with details and pictures.
- File ready for new joining people.
- File management of new employee.

Week 4: (Timeline: October 22 -October 28 2025)

My Learning:

- Developing my PowerPoint skills here.
- I know how to make good, effective slides.
- Productive slides for better understanding.
- Learned about their presentation skills and effective communication.
- The management skills.

My Activities:

- Helping the team to make PowerPoint slides.
- Making PowerPoint slides
- And collecting information according to the presentation.

Week 5: (Timeline: October 29 - November 04 2025)

My Learning:

- Learning mid-level management training, such as supervisor, line chief, and MTO, technological, and health safety and dining staff management training.
- knew about buyers.
- The technical training session.
- I comprehended how to do a salary sheet for a month.

My Activity:

- To help the team by providing management training sessions.
- Attending dining staff training sessions.
- Health and safety training session.

Week 6: (Timeline: November 05 - November 11 2025)

My Learning:

- Observed skill gap analysis.
- Preparing skills material.
- Learned about how the production is connected with good training.
- Also knew that production efficiency depends on skill level.

My Activities:

- Joining security guard training.
- Employee orientation of the month of November.
- Technical and supervisor exam paper check.
- File writing.

Week 7: (Timeline: November 12 - November 18 2025)

My Learning:

- Everybody needs compliance training.
- Good training influences the workers behavior.
- Knew about companies' 5S.
- How to prepare monthly training report.
- How to prepare reports on regular basis.
- Update for audit purposes. Health and safety training session.

My Activities:

- Ready the file of new joining members.
- Distribute ID application forms.
- Distribute job description (JD).
- Completed the whole file of employees.

Week 8: (Timeline: November 19 - November 25 2025)

My Learning:

- 7 days of soft skills training for supervisors.
- Session about workplace behavior and basic etiquette.
- Learned how to gather feedback from everyone.
- Examination after every skills training.
- Fire and safety training session.

My Activities:

- Coordination with the T&D team member for supervisor training and examination.
- Help the team prepare for the session.
- Recheck the examination papers. Included marks of examination.
- Attending workplace behavior and basic etiquette sessions.

Week 09: (Timeline: November 26 - December 02 2025)

Learning:

- How to enter skills data.
- How to get promotions, transfer people,
- Audit documentation maintenance

Activities:

- From the T&D team, I got the opportunity to learn about how to transfer people.
 - Maintaining audit documents in files.
 - Regular updates about documents.
 - Training poster made.
 - Obtained marks excel sheet made.
-

Week 10: (Timeline : December 03 - December 09 2025)

My Learning:

- Month leave summary for correlation
- Manually attendance correlation
- Skill entry
- Leave management
- Provide theoretical and practical training.

My Activities:

- Watching Partnership celebrations of the Decathlon and Snowtex groups.
- Check the examination papers.
- Attend refreshment training with the team.
- Close the file of the employee.
- Poster design for training session.
- Transfer data history made.

3:2 Key Responsibilities and Activities:

1: Workshop on workplace behavior and etiquette:

- One-day training session on how to behave with colleagues and maintain the workplace etiquette and behavior.

2: File entry & file management:

- Doing file management of staff and workers.
- Enter their information and collect basic data from them.
- And also collect papers like the NID card, pictures, certificates, etc.

3: Set up a training session for staff:

- Weekly training sessions for staff according to their department to enrich their skills and experience.

4: Weekly basis training session for workers in the office:

- Weekly training sessions for office workers to develop their knowledge about what they should do in the office and what should not be done in the office.
- What should they do to continue their job in this company?
- How to maintain 5S.

5: Daily basis training session for every employee:

- Regular basis training is conducted by the Training and development team in HR.
 - At least 2 training sessions per day.
-

- Ensure best training session as per the company's needs.
- Arranging training session by consultation with the department head of the office

6: Document ready for new employees:

- Documentation like salary range, basic salary level, service book, etc.
- Form ready for new employees.

7: planning training calendars:

- Making annual calendars for training list.
- Making monthly Excel sheets for training.
- Training schedule for weekly basic.

8: Maintain records and documentation:

- The training and development \ department keeps the daily schedule records and documentation because it's a rule from the buyers.
- It's a buyer requirement.

9: Monitor skill levels:

- The T&D monitors everyone's skill level.
- Conduct regular training sessions for everyone according to their needs.
- Upgrade and check-up skills.

10: Conduct regular basis orientations:

- After joining new staff and workers, the training and development sector conducts an orientation program.
- The T&D sector team members set up this training session about rules and regulations that everyone needs to follow.
- This session is mandatory for everyone.

3:3 Key Learning:

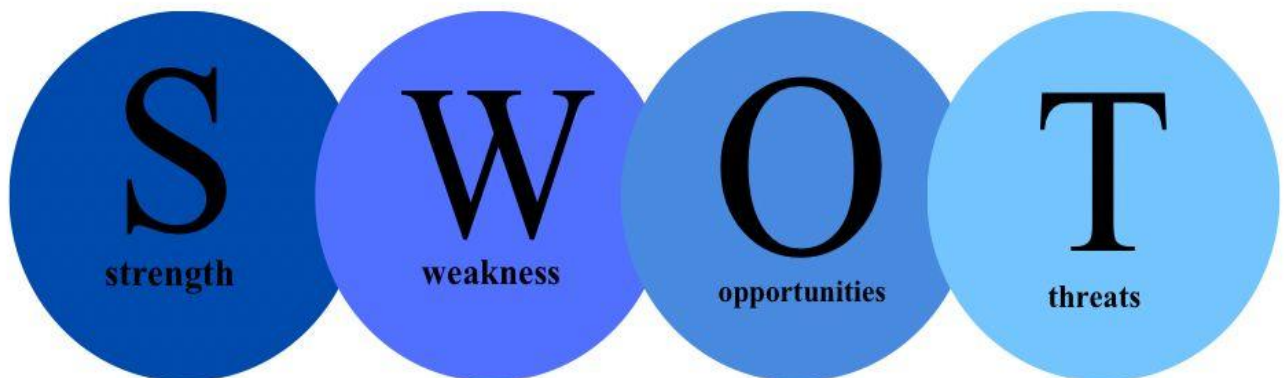
- 1: Understanding file management techniques.
- 2: Understanding the data entry process.
- 3: Strong understanding of PowerPoint tools
- 4: Developing my Avro and Bijoy typing.
- 5: Upgrade my Canva design skills
- 6: Develop my training skills.
- 7: Upgrade my communication skills growth.
- 8: Strategic planning and execution for new training.
- 9: Importance of community engagement and collaboration
- 10: Internal and external good relationships with everyone.
- 11: Maintaining good relationships and respect towards colleagues.
- 12: Project management skills & rapid problem-solving skills
- 13: Upgrade adaptability and credibility skills.
- 14: Strategic understanding of basic concepts of training.
- 15: Understanding the workplace behavior and workplace environment.
- 16: Learn about how to select people for interview boards and examinations.
- 17: Learned about how to make promotions
- 18: Learned about how to transfer people
- 19: Learned about leave management.
- 20: Learned about how to make circular positions.

Overall, this internship provided an overview of my developing training skills and opportunities. communication skills with people, collaboration skills & working together. This experience will help me in the future to work in this field and also in the communication field.

Chapter 4:

SWOT ANALYSIS

SWOT ANALYSIS OF SNOWTEX GROUP



- | | | | |
|----------------------------|---|--|---|
| ● Maintain 5s | ● Lack of training tools | ● Can make career in developing sectors. | ● geopolitical tensions can disrupt production and supply chains. |
| ● High development company | ● Low education of workers that make training challenging | ● Can work in any high pressure | ● Low attendance of workers |
| ● Focus on growth | ● More people, less space | ● Career Growth opportunity | ● Low attendance of staffs |

4:1 SWOT analysis of SNOWTEX GROUP

Strength:

- Effective performance, strong teamwork.
- Highly developed company.
- Highly educated staff.
- Good trainers available.
- Staff took training outside from the company.
- Diverse skills and experience.
- Problem-solving skills.
- Relationship building and high community engagement.
- Focused on and development.
- Maintain buyer trust and standards.
- Maintain 5S.
- Maintain workplace safety and reduce accidents

Weakness:

- A lack of interest in the training session among the participants.
- Low educational standard of the workers that make training tougher.
- Unavailability of updated training equipment.
- Language barrier among the workers.

Opportunities:

- This will help you develop your performance in your upcoming career.
- Strong communication skills.
- This will make a career in developing sectors.
- Ability to work in tight schedules●

Threat:

- Geographical issues that result in disrupted production.
- Low participation of workers that hamper production.
- Low participation of staff that creates a tough situation.
- Low quality person, an employee.

4:2 Skills Acquired During My Internship Period

During my ten-week internship period as an intern at Snowtex Group, I was able to acquire certain skills that I can use going forward.

Some of these acquired skills are listed below:

- Time management.
- Improved Bijoy Typing.
- Writing skills.
- Improving my communication skills.
- Workplace behavior and etiquette are maintained.
- Improving presentation skills.
- Professional attitude growth.
- Help me to reduce my introvert nature.
- Professional Work Ethics
- Critical Thinking of Mine
- Customer/Client Handling details
- Suitability & Adjustability
- Technical & My Software Skills (for example, MS Office, industry tools)

4:3 Future prospect for my future professional trajectory:

- Job promotion prospect
 - Skill Development Advantage
 - Leadership Opportunity
 - Training & Certification chance
 - Networking Advantage
 - Mentorship Opportunity
 - Career Transition Opportunity
 - Employee Engagement Possibility
 - Personnel acquisition improvement possibility
-

4:4 Learning from practical work and academic work:

A huge difference is that it has practical work mainly to do with one's own knowledge and experience, whereas academic work is preferred as doing it to learn and explore for an upcoming career.

Main focus: In practical work the main focus is applying the knowledge and experience we gathered. And the main focus of academic work is thinking and understanding the work carefully and learning through this.

Experience: practical work is hands-on experience and of the experimental type, but academic experience is theoretical and also of the analytical type.

Learning style: in practical work, we are learning by doing, but in academic work, we are learning by studying.

Skills: Practical work skills are technical and practical, and academic work skills are critical and analytical.

Focus on practical work: Focus on doing, experiencing experimentation. Academic work is focused on understanding ideas, critical thinking, and research.

Based on: Practical work is based on real-life tasks and problem solving, and academic work is based on reading, writing, and thinking.

4:5 My internship outcome:

For this internship period, I got the chance to learn from the most talented team. Here, I developed my confidence, scope, and learning and also communication skills.

Professional achievement: Through this internship, I could learn how to work professionally and do it the right way and also maintain a tight schedule. Besides this, I can develop my workplace behavior and adjust myself in a working environment also.

Skill development: I entered my internship period with academic knowledge and skills, but after joining the team, I could develop my skills with hands-on experience. Here I developed my communication skills, my training skills, technical skills, and designing skills.

Professional network building: Through this internship, I can build a good professional work bond with renowned companies like SARA LIFESTYLE, DECATHLON, RICHLU, and COLUMBIA.

Personal growth: Besides professional development, the experience helped me in personal growth also, like it improved my confidence and ability to think critically and improved my presentation of myself and also the better way to talk and communicate.

Industry understanding: This 10-week journey helped me to understand the basics of industry. I understood how the working industry actually runs.

Develop confidence: This internship developed my inner confidence. Before joining here, I was not so confident in myself that I could work alone in a tight schedule, but this internship gave me this chance, and I developed my confidence.

4:6 Specified my work I did on office :

- 1:** File writing and file management of employee: I wrote the files of the employee and managed the files of the employee. Took necessary information and paper from the employee. Collected their certificate, Nid card copy, national citizen certificate, etc.
- 2:** Entry information: Enter the information online. Made a file for everyone to enter their information.
- 3:** Design: I designed some of the posters for training purposes. Using tools like Canva, I made a poster for the training session.
- 4:** Skill validation: Made documentation for skill validation and entry validation online
- 5:** Excel work: Made an Excel sheet on skill number, whether the skill is valid or not, and a result sheet on Excel. skills name list, list of new joining people.
- 6:** Training session: Maintain the training session time schedule, work on the training purpose, and conduct the training examination.
- 7:** Joining people: Help the employee to join, take a basic interview, and take orientation on the company overview.
- 8:** Promotion and transfer-based work: Promoted people with designation and salary growth. Transfer MTO according to their work experience.

Chapter 05:

Introduction to the Training and Development

5.1 Definition of Key Terms:

Human Resources (HR): HR ensures that the company appoints the correct individual for that company, treats him genuinely, develops him, and also keeps all of them working together in a synchronized manner and ensures that all are legal. Communication: Communication involves transmitting data, ideas, and/or feelings from person to person or from group to group. Training: Training involves a course of instruction or gaining knowledge in a certain field of expert individuals. Development: Development encompasses growth and expansion. Development involves transforming a new product into something extremely interesting. Organizational Communication: Information transmission in a company, when pooled effectively, for a common goal, with communication, it also promotes the development of that company.

5:2 Concept of Training and Development:

Training and development are a core part of Human Resource Management (HRM) and considered most important for success in companies. These involve a course of instruction in a certain area of knowledge from experts. This involves a systematic approach in increasing the skills, knowledge, and capabilities of an individual employee to make him best in that area and aims for upcoming goals. This plays an important role in HRM as employees are one of their most valuable assets.

5:3 Importance of Training and Development:

Training involves increasing capabilities of employees to execute their duties in a most effective manner, increasing productivity, reducing failure, as well as increasing satisfaction with their work. Development involves developing leaders and mentors for companies, increasing creativity, and keeping all in a dynamic setting.

5:4 Importance of Communication in HR Practice:

Communication in Training Preparation: Communication in training preparation plays a significant role in understanding. To acquire knowledge, proper communication in training preparation is a must. HR needs to communicate with supervisors, line managers, as well as employees, in order to identify their training needs. Very effective communication in training preparation takes place in HR, as they are supposed to communicate with all. Effective communication in training preparation also benefits HR, as it becomes easy for HR to communicate with all.

5:5 Communication in Training Delivery: Communication from a trainee to a trainer can make a difference in training delivery. A trainer needs certain communication skills like clarity, expression, body language, as well as listening, and understanding how a good trainee understands and retains information. Effective communication from a trainee to a trainer also promotes participation.

5:6 Theoretical Framework Several communication theories provide that good communication impacts training and development.

Below are the following theories that are relevant to this:

Shannon–Weaver Model of Communication: The Shannon and Weaver model explained communication as a linear process including a sender, message, channel, receiver, and barriers (noise). In training contexts that “noise” can feature language trouble, ambiguous instructions, or cultural differences.

Organizational Communication Theory: This theory refers to how communication patterns influence organizational functioning. An organization's structures affect how training-related messages are transmitted and received. How important is communication for an organization?

SMCR Model:

The SMCR model refers to four segments: Source, Message, Channel, and Receiver.

In the training period, the trainer's communication skills are the (Source), the instructional content is the (Message), the medium of the delivery is the (Channel), and employees' understanding abilities are the (Receiver) for establishing training success.

Social Learning Theory:

This theory refers to the fact that an individual can learn through monitoring and collaboration. Effective communication enhances the manifestation, and modelling is the key method in training sessions.

5:7 Importance of Communication in HR Training and Development (Summary):

Effective communication is very essential for the success of the Department of Human Resource Training and Development sector, I must say. It enhanced the HR professionals' ability to accurately analyze training needs. Communication upgrades employee participation, facilitates feedback, and certifies the training strategies with target goals. Basically, communication reduces misunderstandings and makes a positive learning culture. Overall, clear and strong communication within the HR T&D sector refines employee performance, supports professional growth, and contributes to organizational growth and development. Communication also supports collaboration, persuasion, and employee development and growth and also creates a positive work environment. Effective communication is key to the HR training and development sector.

Meet The Team Members of Training & Development:

Team Members of Training & Development sector



Rashed Mahmud
Leader (T&D)



Oliveya Romana
Junior executive (T&D)



Aslam Hossain
executive (T&D)

Chapter 6

Conclusions

Conclusion :

The training and development sector of the human resources department is a key component of an organization's long-term success. Through strategic planning, skills enhancement, and continuous learning initiatives, this sector ensures that employees are not only equipped to meet current organizational demands but are also prepared for future challenges. I can proudly say that my time working with the training and development sector of the HR department has been a purposeful period of growth not only personally but also professionally. What started as an academic obligation gradually became an enriching experience to truly understand how important employee development is for the success of any organization. Being directly involved in training activities helped me see how learning can transform not only skills but also confidence, teamwork, and workplace culture itself. During this journey, responsibility was more deeply rooted; communication and organizational skills were enhanced, and challenges could be approached with patience and adaptation. These experiences shaped my understanding of HR beyond theory and gave a clearer picture of how thoughtful training programs support both employees and the overall goals of an organization. More importantly, it helped me find my strengths—be it by planning, facilitating, or simply connecting with people. Going ahead, I find great prospects for myself in training and development. Demand keeps growing for continuous learning, digital training, and leadership development, and I am committed to building upon the foundation already achieved. Whether through further studies, certifications, or hands-on practice, I am committed to expanding my skills and meaningfully contributing to HR in the future. This experience has finally shaped not just my professional path but also reconstructed my passion to help others grow. As I head into the next phase of my journey, I take away with me lessons learned and motivations to keep developing.

6:1 My sincere gratitude towards:

Daffodil International University:

I would like to thank my university, which is Daffodil International University. The environment of learning, as well as support from all faculty members, inspired and affected my development. I thank you for your continuous support, which has brought all your capabilities in teaching, training, and developing me in multifaceted ways. I will always be satisfied with DIU for their being a major part of my life.

Snowtex Group:

I would like to thank Snowtex Group. This group has taught me precious lessons and has been a continuous support for me. I am grateful to all of my supervisors and colleagues for their feelings of happiness, support, and cooperation. The professional environment of this place has increased my capabilities as well as boosted my confidence. I am always grateful for all of the opportunities that I received from Snowtex Group.

All faculty members of JMC:

I would like to thank all of my honorable faculty members of journalism and media communication. Their valuable support, teaching, and encouragement have greatly shaped my personality, and their significant contributions and support are also present in my development as a successful person in this professional career. I thank all of you for investing your valuable time in my development. All of you are a major cause for my motivation to aim higher.

To my academic supervisor:

My sincere gratitude to my academic supervisor, Md. Meherabul Haque Rafi. Thank you for your persistent support, mentorship, and perseverance. Your guidance has enhanced my understanding and boosted my confidence. I will always be grateful for everything you have done for me.

To my internship supervisor:

I wanted to express my sincere gratitude for the professional trajectory, support, and patience you've shown me throughout my internship. Your inclination to share your knowledge, provide meaningful feedback, and create an amazing environment where I could learn and explore. Thank you for trusting in me and encouraging me in every step. I've learned more from you than I expected—from technical skills to professionalism, it is all because of your excellent mentorship.

To the Training & Development team members:

My sincere gratitude goes to my office team members in the HR Training and Development sector in the Snowtex group. Working with such a supportive and talented team has been an outstanding experience for me. I truly appreciate everything I received every day. The teamwork and professionalism helped me to learn, explore, and grow in life. I will remain grateful to be a part of this amazing team.

My sincere gratitude towards them and every team member



Raad sir



snowtex Group



DIU



Rafi sir



yashfee khan

6:2 Appendix A: Work I did

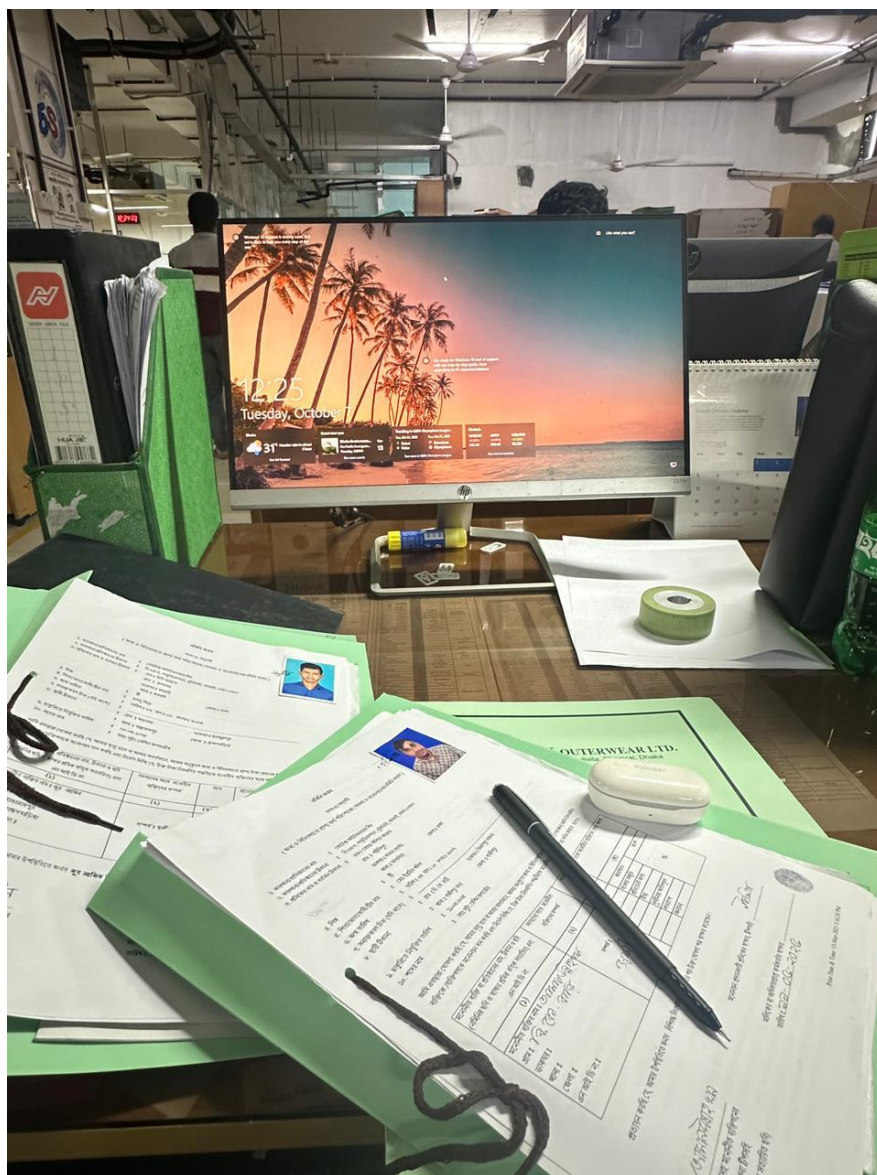


Figure 1 File Writing



Figure 2 File Management



Figure 3: Help The Team To coordinate The Examination



Figure 5: joining New Employee



Figure 6 : Orientation time.

Appendix B: Sample work

Snowtex Outerwear Ltd.												
B-65/3, Lakuriapara, Dhulivita, Dhamrai, Dhaka-1350.												
Skill Validation Result												
Sl	CardNo	Name	Line	Floor	Section	Department	Institute	Year	Duration	Result Type	Ticket No.	Skill
Floor:1E			Department: Industrial Engineering			Section:Industrial Engineering			Line:N/A			
1	04011143973	Md. Golam Mostafa	N/A	1E	Industrial Engineering	Industrial Engineering	Snowtex	2025	1 Days	Validated/Autonomous		I know how to detect, qualify, sort, find the root cause & solve problems within my perimeter.
2	04011150381	Nazmul Hasan Shakil	N/A	1D	Industrial Engineering	Industrial Engineering	Snowtex	2025	1 Days	Validated/Autonomous		I know how to detect, qualify, sort, find the root cause & solve problems within my perimeter.
3	04011154545	Rakibul Islam Rony	N/A	Central Floor	Industrial Engineering	Industrial Engineering	Snowtex	2025	1 Days	Validated/Autonomous		I know how to detect, qualify, sort, find the root cause & solve problems within my perimeter.
4	04011154547	Md. Nazmus Sakib	N/A	Central Floor	Industrial Engineering	Industrial Engineering	Snowtex	2025	1 Days	Validated/Autonomous		I know how to detect, qualify, sort, find the root cause & solve problems within my perimeter.
5	04011154841	Md. Emamul Ehsan	N/A	Central Floor	Industrial Engineering	Industrial Engineering	Snowtex	2025	1 Days	Validated/Autonomous		I know how to detect, qualify, sort, find the root cause & solve problems within my perimeter.
6	04011154842	Md. Minhazur Rahman Eshan	N/A	Central Floor	Industrial Engineering	Industrial Engineering	Snowtex	2025	1 Days	Validated/Autonomous		I know how to detect, qualify, sort, find the root cause & solve problems within my perimeter.
7	04011154847	Md. Sadiken Kabir	N/A	Central Floor	Industrial Engineering	Industrial Engineering	Snowtex	2025	1 Days	Validated/Autonomous		I know how to detect, qualify, sort, find the root cause & solve problems within my perimeter.
8	04011154937	Usapru Marma	N/A	Central Floor	Industrial Engineering	Industrial Engineering	Snowtex	2025	1 Days	Validated/Autonomous		I know how to detect, qualify, sort, find the root cause & solve problems within my perimeter.
9	04011155095	Md. Mashiur Rahman Munna	N/A	Central Floor	Industrial Engineering	Industrial Engineering	Snowtex	2025	1 Days	Validated/Autonomous		I know how to detect, qualify, sort, find the root cause & solve problems within my perimeter.
10	04011155160	Sangjukta Akter	N/A	Central Floor	Industrial Engineering	Industrial Engineering	Snowtex	2025	1 Days	Validated/Autonomous		I know how to detect, qualify, sort, find the root cause & solve problems within my perimeter.
11	04011155435	Md. Naym Hossain	N/A	Central Floor	Industrial Engineering	Industrial Engineering	Snowtex	2025	1 Days	Validated/Autonomous		I know how to detect, qualify, sort, find the root cause & solve problems within my perimeter.
Floor:Central Floor			Department: Production			Section:Sewing			Line:N/A			
12	04011154844	Sakib Yaser	N/A	Central Floor	Sewing	Production	Snowtex	2025	1 Days	Validated/Autonomous		I know how to detect, qualify, sort, find the root cause & solve problems within my perimeter.
13	04011154892	Md. Aolad Hosen	N/A	Central Floor	Sewing	Production	Snowtex	2025	1 Days	Validated/Autonomous		I know how to detect, qualify, sort, find the root cause & solve problems within my perimeter.
14	04011154893	Mithun Sheikh	N/A	Central Floor	Sewing	Production	Snowtex	2025	1 Days	Validated/Autonomous		I know how to detect, qualify, sort, find the root cause & solve problems within my perimeter.
15	04011154899	Sheikh Sakibur Islam	N/A	Central Floor	Sewing	Production	Snowtex	2025	1 Days	Validated/Autonomous		I know how to detect, qualify, sort, find the root cause & solve problems within my perimeter.
16	04011155087	Md Enrol Hasan	N/A	Central Floor	Sewing	Production	Snowtex	2025	1 Days	Validated/Autonomous		I know how to detect, qualify, sort, find the root cause & solve problems within my perimeter.
17	04011155088	Md. Habil Hossain	N/A	Central Floor	Sewing	Production	Snowtex	2025	1 Days	Validated/Autonomous		I know how to detect, qualify, sort, find the root cause & solve problems within my perimeter.
18	04011155091	Md. Monsur Ali	N/A	Central Floor	Sewing	Production	Snowtex	2025	1 Days	Validated/Autonomous		I know how to detect, qualify, sort, find the root cause & solve problems within my perimeter.
19	04011155092	Jehadul Karim Sajib	N/A	Central Floor	Sewing	Production	Snowtex	2025	1 Days	Validated/Autonomous		I know how to detect, qualify, sort, find the root cause & solve problems within my perimeter.
20	04011155165	Shipon Hossen	N/A	Central Floor	Sewing	Production	Snowtex	2025	1 Days	Need improvement		I know how to detect, qualify, sort, find the root cause & solve problems within my perimeter.

Figure 7 : Skill Validation



Figure 8: Training Session



Figure 9: Safety And Guard Training

Snowtex Group >>>

START TRAINING TODAY

**Ensure skills Managment
training for all**

OLIVEYA ROMANA

MORE INFO :
Date : 2 December 2025
Place: SoL unit 2 (Rooftop)
Time: 05 Am
PARTICIPANT : PM/ APM



Figure 10 : Training Schedule Poster Design

Book1 - Excel

serial no	Name	Id	designation	floor	status	skill validation
1	Wahidduzzaman	4011165721	Executive	central	Good	skill validated
2	Tapash k. Guha	4011189211	Sr.Executive	central	Good	skill validated
3	Aslam hossain	4011141231	Executive	central	Good	skill validated
4	Kaniz Fatema	4011131245	Sr.Executive	central	Good	skill validated
5	Juthi hasan	4011121390	Jr.Executive	central	Good	skill validated
6	Prity Rahman	4011141232	Jr.Executive	central	Good	skill validated
7	Abdul Rahim	4011178932	Executive	central	Good	skill validated
8	Mahfuz Rahman		Sr.Executive	central	Good	skill validated

Figure 11 : Exam Validation Result



Figure 12: 7 Days Training Session

[illegible]

Figure 13: Documentation Ready For Audit.

Common Skill Name List

SL	Skill Name
1	Workplace Behaviour & Professional Etiquette in RMG.
2	Workplace Motivation & Productivity Enhancement Training.
3	Team Management, Sucession Planning & Leadership.
4	Strategic Management for RMG Industry Leaders.
5	Problem-Solving & Decision Making.
6	Harasement, Grievance Handling & Diciplinary Action Procedure.
7	Project Management for RMG Orders & Production Flow.
8	KPI Setting & Performance Evaluation for RMG Workforce.
9	Communication Skills
10	Introduction to AI & Digital Tools in Modern RMG Operations.
11	Time Management & Deadline Orientation.
12	Mental health & wellbeing with Adaptability & Stress Management.
13	Social Compliance Management for Garment Factories.
14	Conflict Management & Emotional Intelligence for RMG Teams.
15	Training of Trainers (ToT)
16	Basic knowledge of Excel, Word and Power point presentation.

Common Skill Names



Figure 14: Harassment Training in my 7th day at office.

S.L	T&D Work
1	Orientation Training Daily
2	provide Top Management Training (AGM to Above)
3	Provide mid-level (supervisor, line chief, Technologist, MTO) management training.
4	Skill entry
5	Skill Validation make
6	Collect Participants list for training
7	Buyer Training
8	Ensure Training as per company need.
9	Prepare training calendar weekly, monthly, quarterly, yearly.
10	Ensure Skill Management Training for all. (Weekly 24 Training)
11	To provide necessary element to new training line
12	File Management (Basic entry on payroll softwer, write & cover up file)
13	Audit Documentation Maintain
14	Provide theoretical & practical training
15	Arrange all kinds of training by concern with the department head.
16	Training Line Leave Management
17	Worker safety training.
18	Assesment
19	Transfer
20	promotion
21	Took employee resignation, exit interview and ensure their payment.
22	Collect new employee ID card from payroll then distribute & guide to every new employee.
23	Provide new employee appointment letter and collect missing documents
24	Monthly Leave summary check for correction
25	Help training line employee for bkash accounts
26	Manually attendance correction
27	Distribute salary & OT payslip to training line

Figure 15: T&D Work List.



Figure 16: Poster Design for training

Figure 17: File and Service book writing.



Figure 18: Supervisor Training on Workplace Behavior.

Effective professional development training

Venue- Training Room

TRAINING DETAILS

Name of the Trainers: Aslam Hossain Executive, Training & Development Training Start Time: 02.00 pm	Training Date: 15.11.2025 Category: WOT Training End Time: 03.00 pm
---	--

Topic Details of Training

১. অপমানজনক আচরণ বা ব্যবহার কি? কর্মক্ষেত্রে অপমানজনক আচরণ বা ব্যবহারের কৃফল। ২. অভিযোগ পদ্ধতি/সমাধান পদ্ধতি ৩. হয়রানী কি? এবং হয়রানী বা অনুচিত আচরণ সমূহ ৪. ঘৃণ ও দুর্নীতি সংক্রান্ত আলোচনা। ৫. শৃঙ্খলা মূলক ব্যবস্থা সংক্রান্ত আলোচনা। ৬. বলপূর্বক শ্রম, শিশু ও কিশোর শ্রম নীতিমালা সংক্রান্ত আলোচনা এবং শিশু শ্রমিক না ৭. লিঙ্গ বৈষম্যমূলক আচরণ/বৈষম্যহীনতা নীতিমালা ৮. মজুরী ও কোম্পানী প্রদত্ত সুবিধা সংক্রান্ত আলোচনা। ৯. ন্যায্য পারিশ্রমিক, কর্মঘণ্টা ও কর্মক্ষেত্রে নীতিমালা সংক্রান্ত আলোচনা ১০. অল্প বয়সী কর্মীদের জন্য বিশেষ নিরাপত্তা	১১. সংঘবদ্ধ হওয়ার স্বাধীনতা এবং মৌখিক দরকষাকষির অধিকার ১২. নৈতিকতা নীতিমালা সংক্রান্ত আলোচনা। ১৩. কোম্পানীর আচরণ বিধি এবং বায়ার কোড অফ কন্ডাক্ট ১৪. ছুটির প্রকারভেদ, মেয়াদ ও ছুটির দরখাস্তের নিয়মাবলী ১৫. প্রাথমিক অগ্নি নিরাপত্তা ১৬. আশঙ্কাজনক/ঝুঁকিপূর্ণ কর্ম নিয়ুক্তি না, স্বাস্থ্য দায়বদ্ধ শ্রম না, নৈতিক ব্যবসায়িক আচরণ ১৭. অসদাচরণ ও শাস্তির পদ্ধতি ১৮. প্রসেস অনুযায়ী অপারেটর দ্বারা সেলফ চেকিং ১৯. মালিক ও শ্রমিক পক্ষের যৌথ ঘোষণা সাপেক্ষে নতুন হাজিরা বোনাস সম্পর্কে আলোচনা
--	--

Training Image



Signature of Coordinator

Training & Development (T&D)

Signature of Trainer/Responsible

ohrd-C

Figure 19: Training Document Ready.

**Common skills and basic
communication traning**

TRAINING SESSION

 29 NOVEMVER

 11:00
AM

PLACE: SOL 2B FLOOR



WAHIDUZZAMAN RAAD (HR HEAD)

JOIN US
SNOWTEX GROUP

Figure 20: Poster Design

skills excel - Excel

Common skills name list														
1														
2														
3	1	workplace behavior and etiquette												
4	2	workplace motivation												
5	3	team management, leadership.sucession planning												
6	4	problem solving skills												
7	5	decision making skills												
8	6	Harasement, grievance headline												
9	7	project managemet for RMG orders												
10	8	KPI settings & performance evaluation												
11	9	communication skills												
12	10	time management & deadline orientation												
13	11	mental health and stress management												
14	12	training of trainers												
15	13	Basic knowledge of knowledge												
16	14	social compliance management												
17	15	introduction to AI												
18	16	digital tools in modern RMG workforce.												
19														
20														
21														
22														
23														
24														
25														

Figure 21: Skill Name List

skills excel - Excel

pm/apm marks in examination							
skill name: I know how to behave and maintain the workplace environment							
S.L	Employee Id	Employee name	Designation	Floor	total marks	obtain marks	status
1	4011146004	kamruzzaman barek	PM	1B	30	22	GOOD
2	4011146005	Saumitro das	APM	1C	30	21	GOOD
3	4011146006	Abdul alim	APM	2B	30	19	AVERAGE
4	4011146007	Tamal benarzee	APM	2E	30	23	GOOD
5	4011146008	Rakibul islam	PM	2F	30	24	GOOD
6	4011146009	Afzal sharif	PM	1F	30	17	NEED IMPROVMENT
7	4011146010	Farhad reza	APM	1D	30	19	AVERAGE
8	4011146011	Mostafizar rahman	PM	1E	30	20	GOOD
9	4011146012	Asraful islam	PM	2E	30	20	GOOD
10	4011146013	Abdul momin	APM	3E	30	19	AVERAGE
11	4011146014	Abdullah karim	APM	3A	30	19	AVERAGE
12	4011146015	Wahid reza	APM	3B	30	22	GOOD
13	4011146016	Mustafa golam	APM	2C	30	22	GOOD

Figure 22: Examination Marks.



Figure 23: Training time.



Figure 24: Workplace behavior Training.





Figure 25: 7 days Basic training for staff.

55599

SNOWTEX OUTERWEAR LTD.
 B-65/3 Lakuriapara, Dhulivita, Dhamrai, Dhaka-1350
 Tel : +09611680680, Web : www.snowtex.org

SEWING SECTION

PERSONAL RECORDS
 (ব্যক্তিগত নথি)

NAME : mst. Asma khatun

FATHER'S/HUSBAND'S NAME : Graffan Biswas

MOTHER'S NAME : Aminon Begum

ID NO. 0901115599 DESIGNATION : ASMO

SECTION : Training LINE : 1T-01 GRADE : 09

DATE OF JOINING : 08.11.25 DATE OF BIRTH : 01.11.2000

FILE CLOSING DATE :

Figure 26: Personal Record file ready.

[illegible]

স্লোটেব্ল আউটারওয়ার/ স্পোর্টসওয়ার লিমিটেড
 লাকুরিয়াপাড়া, ঢুলিভিটা, ধামরাই, ঢাকা-১৩৫০

স্বাস্থ্য ও সুরক্ষা মূল্যায়ন পত্র
 পূর্ণমানঃ ২০

তারিখঃ _____ সময়ঃ ১০ মিনিট

নামঃ মাজিদা আইডিঃ ০০ ৭৮১

সঠিক উত্তরের পাশে টিক (✓) দিন

১. বৃক্ক বলতে আমরা কি বুঝি ?

☐ বিপদের সম্ভাবনা - বিপদের ফলাফল
☐ বিপদের সম্ভাবনা + বিপদের ফলাফল
☒ বিপদের সম্ভাবনা x বিপদের ফলাফল

২. বৃক্ক মূল্যায়নের প্রথম ধাপ কোনটি ?

☐ বৃক্ক মূল্যায়ন
☒ বৃক্ক চিহ্নিত করণ
☐ পুঃ যাচাই করণ

৩. শব্দ-দূষণ কোন ধরনের বৃক্ক ?

☒ শারিরীক
☐ রাসায়নিক
☐ প্রশাসনিক

৪. বৃক্ক নিয়ন্ত্রনের ধাপ কয়টি ?

☐ ৩টি
☒ ৫টি
☐ ২টি

৫. স্লিচের কোনটি SIF এর উদাহরণ -

☒ তড়িতাহত হওয়া
☐ হাত না ধুয়ে খাবার খাওয়া
☐ বেশি ঘুমানো

৬. বৃক্কের মান ২৫ হলে কি করা উচিত ?

☐ কাজ চালিয়ে যাওয়া
☒ কাজ বন্ধ করে দেওয়া
☒ ম্যানেজমেন্টকে জানানো

Figure 29: Health and Safety Examination.

V:01

Snowtex Outerwear/Sportswear Ltd.
B, 65/3, 65/4, Lakuriapara, Dhulivita, Dhamrai, Dhaka-1350

Skill Evaluation Examination (WIP)

Name: Kamruzzaman Barak ID: 46004 Date: 31.12.25

Designation: PM Floor: 1A

Time: 30 minutes
40

Full Marks:

1. Suppose 1 line contain 45 operator, 1 Line Chief, 2 Supervisor, 4 QI, Output Minute 18900 min, If I have to produce 378 pcs at 70% efficiency, then what will be the SMV and Working hour?

2+8=10

Target = $\frac{MP \times WH \times W.Eff}{SMV}$

we know
Basic W.H = 8

$SMV = \frac{MP \times WH \times W.Eff}{Target}$

$SMV = \frac{45 \times 8 \times 70}{378}$

$= \frac{2520}{378} = 6.67$

output/min = production x SMV

Figure 30: Exam Paper check

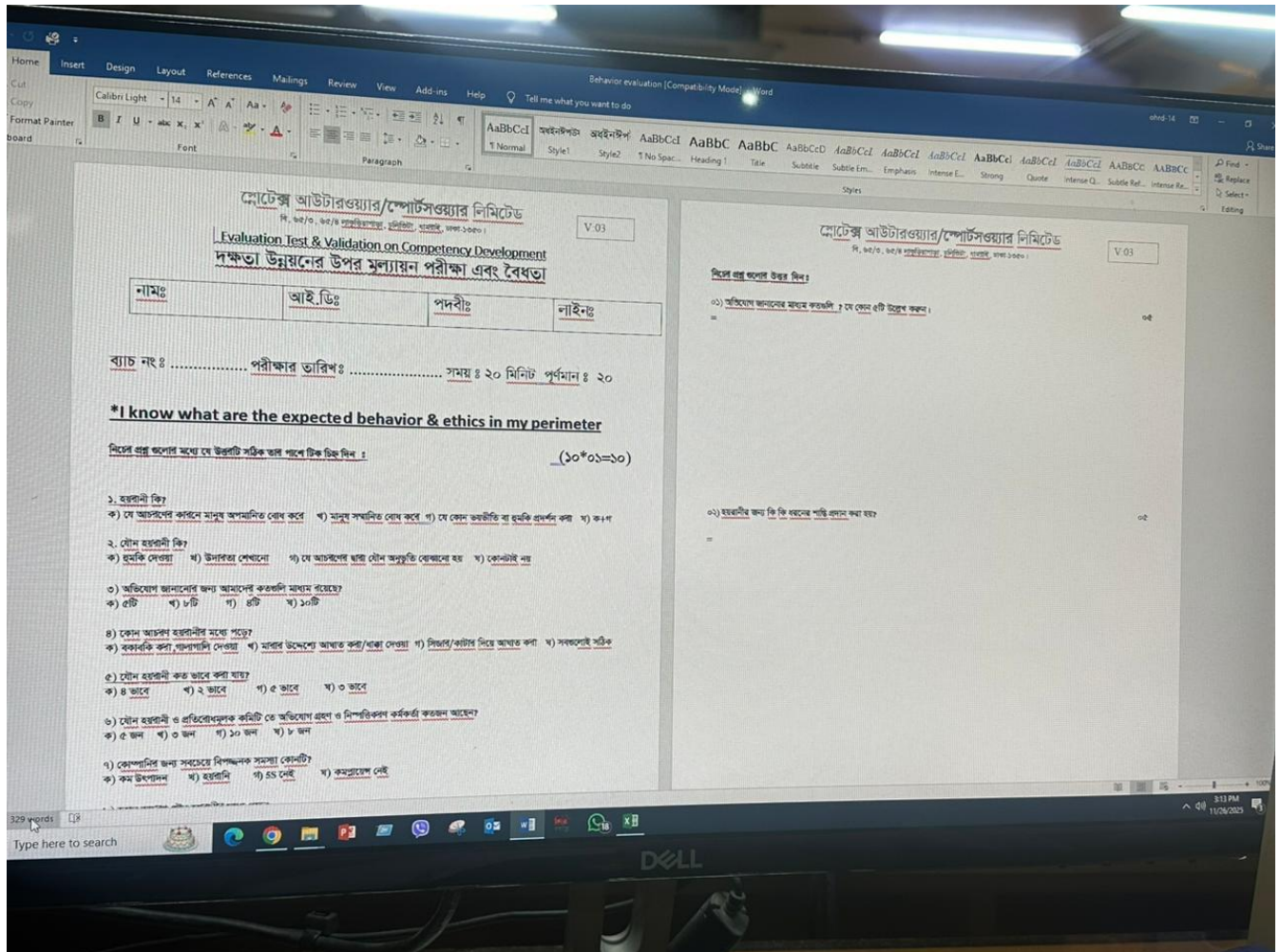


Figure 31: Exam Paper make.

শ্রোটেব্র আউটারওয়্যার/স্পোর্টসওয়্যার লিমিটেড
 বি-৬৫/৩, বি-৬৫/৪, লাকুরিয়াপাড়া, চুপিতা, ধামরাই, ঢাকা-১৩৫০।

সূচনা প্রশিক্ষণ মূল্যায়ন পত্র
(Induction Training Feedback Form)

SOSL_TR_FED_V-3

নাম	পদবী	মোবাইল নং	তারিখ	মূল্যায়নকারী

নিচের প্রশ্ন গুলোর সঠিক উত্তরটির পাশে ঠিক চিহ্ন দিন :

সময়ঃ ১৫ মিনিট পূর্ণ মানঃ ২০*১ = ২০

- আমাদের প্রতিষ্ঠানের নাম কি ?
 ক) স্টার লিং খ) গ্রাফিক্স গ) তারাসিমা ঘ) শ্রোটেব্র আউটারওয়্যার/স্পোর্টসওয়্যার লিমিটেড
- আমাদের সম্মানিত এম.ডি স্যারের নাম কি ?
 ক) এস. এম স্যার খ) এস. এম. খালেদ স্যার গ) এম. এস স্যার ঘ) সব গুলোই সঠিক
- ছুটি কয় ধরনের ?
 ক) ৫ ধরনের খ) ৪ ধরনের গ) ৭ ধরনের ঘ) ১০ ধরনের
- নৈমিত্তিক বা পারিবারিক ছুটি বছরে কত দিন ?
 ক) ১৪ দিন খ) ১১ দিন গ) ১০ দিন ঘ) ১৮ দিন
- মেডিকেল বা অসুস্থতা জনিত ছুটি বছরে কত দিন ?
 ক) ১১ দিন খ) ২৪ দিন গ) ১০ দিন ঘ) ১৪ দিন
- উৎসব ছুটি বছরে কত দিন?
 ক) ১ দিন খ) ১০ দিন গ) প্রতি ১৮ দিনে ঘ) ১১ দিন
- কত দিনে ১ দিন করে বাৎসরিক ছুটি জমা হয়?
 ক) প্রতি ১৪ দিনে ১ দিন খ) প্রতি ১০ দিনে ১ দিন গ) প্রতি ১৮ দিনে ১ দিন ঘ) প্রতি ১২ দিনে ১ দিন
- কত দিন লেট বা দেরীতে অফিসে আসলে হাজিরা বোনাস পাওয়া যায় না ?
 ক) ৪ দিন খ) ৩ দিন গ) ৫ দিন ঘ) ২ দিন
- কাজের কোয়ালিটি ঠিক রাখতে আমাদের সকলের কি করতে হবে ?
 ক) নিজের কাজ নিজে চেক করতে হবে খ) সুতা কেটে সামনে দিতে হবে গ) হাউজকিপিং ঠিক রেখে কাজ করতে হবে এবং মেশিনের যন্ত্র নিতে হবে ঘ) উপরের সব গুলোই সঠিক

শ্রোটেব্র পরিবারের সদস্য হিসাবে আমাদের সকলের দায়িত্ব :

শ্রোটেব্র পরিবারের সদস্য হিসাবে কোম্পানীর নিয়মকানুন, ব্যায়ারদের আচরণ বিধি, অধিকার, দায়িত্ব এবং কর্তব্য সহ সৃষ্ট সুন্দর কাজের পরিবেশ রক্ষা করা আমাদের সকলের নৈতিক দায়িত্ব।

ohrd-05

Training & Development

Figure 32: Question Paper Ready for orientation.



Figure 33: With office Senior.

Professional References:

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