



## **“Internship Experience at Nelima Fashion Wear Ltd.”**

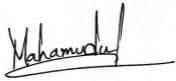
**Submitted to**  
**Mohammad Mustafizur Rahman**  
Assistant Professor  
Department of English  
Daffodil International University

**Submitted by**  
**Md. Mahamudul Hasan Mahin**  
ID: 192-10-2086  
Department of Bachelor Business Administration  
Daffodil International University

DEPARTMENT OF ENGLISH  
DAFFODIL INTERNATIONAL UNIVERSITY  
SPRING 2023

## Declaration

I, Md. Mahamudul Hasan Mahin, Department of English, do hereby declare that the internship report, submitted to the Department of English at Daffodil International University, is a unique work. I have completed this Internship for the completion of my course, which is entitled “**Project Paper with Internship**” (Course Code: ENG 431) in the program of B.A. (Hons) in English. I have fully acknowledged all sources of help and prepared my paper under the supervision and guidance of Mohammad Mustafizur Rahman, Assistant Professor, Department of English, and Daffodil International University.



**Name: Md. Mahamudul Hasan Mahin**

ID: 192-10-2086

Program: B.A (Hons) in English

Department of English

Daffodil International University



## **Certificate**

I am delighted to certify that the internship report titled “Internship Experience at Nelima Fashion Wear Ltd.” has been completed by Md. Mahamudul Hasan Mahin, ID: 192-10-2086, Department of English under my supervision. To the best of my knowledge and according to his declaration, this is an authentic work completed during the Spring Semester 2023. I recommend the Internship report prepared by MD. Mahamudul Hasan Mahin for further academic research. It has been a great satisfaction working with him as well as I wish him all the success and happiness in his life.

**Mohammad Mustafizur Rahman**

Assistant Professor

Department of English

Daffodil International University

## **Acknowledgement**

My creator, my dearest Allah,

I breathe and exist because of your divine mercy and favour;

You have led me in this way and given me the proper objectives.

My heartfelt gratitude to you.

I would like to thank the authority of Daffodil International University and my own Department, Department of English, for giving us the rewarding opportunity to complete an internship and write a report about our experience. I am wholeheartedly thankful to my supervisor, Mohammad Mustafizur Rahman sir, Assistant Professor, who has conducted me so efficiently and helped to complete my report. The volume of care and attention he has given to me is truly significant.

I am immensely grateful to my mentor & my Managing Director, Md Fazlul Haque at Nelima Fashion Wear LTD. for being a supportive figure to me and assisting me when I faced confusions and work-related problems and to the entirety of Nelima Fashion Wear LTD. itself for giving me the opportunity to explore my horizon in Garments Industry.

Many people have helped me to make my internship journey a fruitful one, but special gratefulness goes to my father, MD. Darul Islam, for whom I have been able to become the person I am today. And I would thank my ideally supportive friend and AGM Sir, MD Mahamudul Haque has helped me to overcome the roadblocks that I have faced in this journey of mine. He also plays an important role in this beautiful journey.

## **Abstract**

The readymade garments industry performances as a substance for the development of Bangladesh. The "Made in Bangladesh" tag has also brought magnificence for the country, making it a prestigious brand across the globe. The field of Garments and Buying House Business in our country has flourished a lot in recent years and opened new avenues for us—the graduating students of Daffodil International University who are ready and willing to explore new horizons and test our limits. As a devoted part of our modern culture and a graduating student, I want to analyse our world and the Garments Industry from an unbiased point of view and write about it. Therefore, I have chosen to complete my internship at one of the leading Buying houses of our country, Nelima Fashion wear Ltd. My internship report, titled “Internship Experience at Nelima Fashion Wear Ltd.” focuses on the purpose and responsibilities of a Merchandiser and how a Buying house functions. While writing my report, I have tried to prove that how Cloth is an invaluable part of our human life and in what ways it keeps us fashionable.

## Table of Contents

Declaration.....	ii
Certification .....	iii
Acknowledgment .....	iv
Abstract.....	v
Table of Contents.....	vi
Chapter- 1: Introduction.....	1
Chapter- 2: Objectives .....	3
Chapter- 3: Methodology .....	4
Chapter- 4: Scope of The Report .....	5
Chapter- 5: Nelima Fashion Wear Ltd.....	6
Company Details Summary .....	10
Chapter- 6: Central Desk of Nelima Fashion Wear Ltd. ....	13
Chapter- 7: Activities of Different Departments .....	18
Chapter- 8: My Internship Activities .....	22
Chapter- 9: Used Skills .....	23
Chapter- 10: My Limitations .....	24
Chapter- 11: My Learning as an Intern .....	25
Chapter- 12: Recommendation .....	26
Chapter- 13: Conclusion .....	27
References .....	28
Appendix 1.....	29
Appendix 2 .....	30
Appendix 3 .....	31
Appendix 4.....	32
Appendix 5.....	33

## **Chapter 1**

### **Introduction**

I have been a keen reader since my childhood days and always wanted to become a businessman. My passion for business took it's mean another level. My main goal had been to communicate with new people by business. I worked with international buyer Such as European, Latin American Buyer etc. Why I have chosen the profession of Merchandiser whilst being a student of English Literature and Language? My answer: Merchandising has always been my dream—it is what excites me, and keeps me going. Because Merchandiser has no limited salary. Merchant means business man. He knows the costing developing new buyer and have also has a vast sourcing of fabrics, accessories etc. Merchandiser needs to up to date about not only order but also the whole world.

I relish Merchandising just as I cherish my ability to execute a garments product from starting to shipment. I cannot separate these two as without one of these I would find my life incomplete. Therefore, because of my love for the English Language and Literature, I got myself admitted into the Department of English at Daffodil International University and after completing eleven rigorous semesters when I was presented with the opportunity to pursue an internship in any reputed organization, I choose Nelima Fashion Wear Ltd., one of the leading buying houses of our country.

"Fashion is part of the daily air and it changes all the time, with all the events. You can even see the approaching of a revolution in clothes. You can see and feel everything in clothes." —Diana Vreeland. The influence of the Garments Industry is shaping our society and giving us new trendy cloth in this modern world. Nowadays, our priority is to become best garments Industry from Bangladesh. As a part of this modern generation we can evaluation the society of the people. Cloth need all the people till death. So this sector can never die. For our low cost lever calculation we are taking orders from foreign buyers easily. Our costing is very competitive than other countries. Merchandiser doing this garments business easily because of their skills.

This has been one of the primary motivating forces that led me to choose Nelima Fashion Wear Ltd as the ideal institute to gain the first-hand knowledge as a young Merchandiser. Nelima Fashion wear Ltd is undoubtedly an authentic and unbiased Buying House that works with merely international buyer such as wall mart Forever-21, MGL, Latin Am, Cherokee , . That said, it is not only one of the prominent buying house of our country, Nelima FAshion treats and nurtures its staff in a manner so that they can bring progressive changes in society by focusing and working extensively on the facts that are innovative. Simply put, Nelima Fashion encourages its young merchandiser to use their full potentiality.

During these three months, I was treated not only just as an intern but also as a full-timer and a valuable part of Nelima Fashion by every one of its staffs. I have been taught how to handle pressure and learned about the responsibilities that I need to be aware of as a Merchandiser. In merchandising to execute order means without shipment an order can't be fruitful one. So I learned how to start the order and how to shipment the order. A Merchandiser means the shadow of the owner. I have accomplished it all while staying at Nelima Fashion and I cannot be more grateful for the teachings that my MD Sir and AGM Sir have provided me with.

As my time as an intern comes to an end here, my key takeaway is to never compromise with the facts, truth and my responsibility and work. I am ending my internship with the hope my learnings and hard work will bring me greater opportunities in my life.



## Chapter 2

### Objectives

I have always wanted to use my knowledge to bring positive changes to society. And for me, Merchandiser seems the best possible method to do this. Additionally, exploring and venturing into new arenas has been my passion since the time I stepped into my adolescence, therefore, I choose to complete my internship by being a merchandiser.

My primary objective has been to complete the internship programme at Nelima Fashion Wear Ltd. so that I can successfully conclude my graduation and four-year bachelor's degree in English Language and Literature at Daffodil International University. However, in reality, this internship opportunity has been a lifelong lesson for me and has enabled me to transpose my academic learning into practical usage.

Additionally, the project has been accomplished with subsequent objectives:

- a) Apply my knowledge as a student of English Language and Literature to the field of Garments Industry.
- b) To explore the opportunities that the said buying house (Nelima Fashion Wear Ltd.) is offering to me.
- c) To understand the Garments industry of Bangladesh and connect with my own major for further research projects.
- d) To gain practical experience as a Merchandiser and discover the future prospect of this profession.
- e) To enhance communication and analytical skills.
- f) To gain first-hand experience in the corporate world and apply my theoretical knowledge in a real-world work environment.
- g) To grow and develop myself as an individual and coming-of-age Merchandiser.

## **Chapter 3**

### **Methodology**

As a required part of the fulfilment of my undergraduate studies at Daffodil International University, I had to complete a three-month-long internship programme at a reputed organisation. Hence, I settled for Nelima Fashion Wear Ltd. and applied for the position of intern.

It had not been an easy process to get selected at this said buying house as Nelima Fashion receives hundreds of applications per month. My primary motives for applying to this organization have been:

- To get out of my comfort zone and test my abilities as a merchandiser
- To have first-hand experience working in a buying house
- To be groomed as a potential Merchandiser
- To know about the function and prospect of Nelima Fashion as a buying house

After submitting my application and resume to the Human Resource section of Nelima Fashion, I was called to sit for an interview for the position of intern. My interview was conducted by the Director, Nasima Akter and Additional Director Anamul Haque Nelima Fashion. After weeks of painful waiting, I found out that I had been selected as an intern merchandiser.

I am immensely grateful to my supervisor Mohammad Mustafizur Rahman sir who has helped and guided me until the completion of my internship period. I worked as an intern merchandiser for twelve weeks (6 days/8hours a week) and successfully completed my internship on May 30.

I started my internship by executing new dress order Corduroy shirts and Men's Twill Jogger Pant under the supervision of my Merchandising Manager consequently, was bestowed with the responsibility of conducting fabric supplier or accessories supplier. I learned how to fact-check, learned how to run production in the Garments. How convenience to buyer.

Truly, I feel proud and amazed seeing my radical transformation and wholeheartedly grateful to everyone, including my classmates and colleagues who have helped me in this journey.

## **Chapter 4**

### **Scope of the Report**

Despite being a student of English Literature and Language, I have taken the liberty to venture into the world of Garments Industry to complete my project paper. Therefore, this report will be a roadmap for students who want to think outside of the box and explore other professions in Garments Industry namely merchandiser, machine operator, Quality assurance, Sample Man Technical Manager, Cad etc.

As an intern reporter, my first responsibility has been to research and write informational and current articles by using a fair and unbiased perspective. We live in a world where some buyer house has betrayed lot of buying houses and garments. Hence, while staying at Nelima Fashion, I have been able to differentiate the fine line between good and bad people.

Though I had worked in an office, my work has taken me to various places and eventually, gave me the chance to meet people from all walks of life—the upper class, middle class and ever-neglected lower class—my internship has given the experience realistically that I have only lived vicarious via reading books and stories. To verify the information and collect data I had to conduct garments surveys; moreover, reporting requires a lot of research and investigation—by working in Nelima Fashion I have been acquainted with investigative Garments.

Additionally, I was given the responsibility to source their Chinese fabric supplier and also local trims supplier. Thus, after operating their first two deals I know how to convenience to supplier. But frankly, after getting the order sheet, I had to tolerate to meet every deadline provided by my Boss, I have learned how to maintain my composure and stay poised under extreme pressure. I have prepared this report primarily to fulfil the requirement for the completion of my bachelor's degree, nevertheless, this report includes some additional scopes:

- To know Nelima Fashion or any other buying house operates.
- Students who hold a degree in English Language and Literature can learn how to transfer knowledge of the said field into the field of Merchandising.

## Chapter 5

### NELIMA FASHION WEAR LTD



**Picture: Logo of Nelima Fashion Wear Ltd.**

Investigative garments and author once famously said, “Good Merchandising should challenge people, not mindlessly amuse them.” Hence, for the benefit of the buyer and to provide them with accurate measurement, costing and a perfect shipment on time, Nelima Fashion Wear Ltd started its journey on February 14, 2014. Nelima Fashion Wear Ltd is a leading consumer goods design, development, and sourcing & Manufacturer company in Bangladesh. We specialized in responsibly managing supply chains for global brands, department stores, hypermarkets, specialty stores, catalogue-led companies, and e-commerce platforms. We serve our customers by responsibly managing the entire supply chain and are committed to achieving the highest standards and meeting their needs through competitive pricing, quality, and reliable delivery. We leverage our extensive global network, depth of experience, market knowledge, and advanced technology to respond rapidly to evolving consumer and production trends. As one of the world’s largest sourcing and distribution platforms, our customer relationships, supplier network, and operations are unparalleled. Our business is built upon our people, time-

Honoured values, financial strength, and our approach to sustainability through the entire supply chain, and our community engagement. Our business is built upon our people, time-honoured values, financial strength, and our approach to sustainability through the entire supply chain, and our community engagement.

### **WHAT WE DO**

- WE COLLABORATE
- WE INNOVATE
- WE SOURCE
- WE OVERSE

Nelima Fashion Wear Ltd. works closely with customers to fulfil their desire requirements. Our experienced employees perform their job with vast field knowledge. By combining various work team like Material Sourcing, sample creation, cost calculation, production monitoring, quality assurance and supply chain management we have create a perfect environment for doing the right thing for you. We are supporting “GO GREEN”, for that we are influencing factories to use harmless chemicals, machineries, and friendly environment. Not even that, we help factories to supply compliance code to increase the standard of goods as well as peoples life. We are working to re-shape the peoples art of leaving in style. We have well business interaction with manufactures in so we are quite flexible and confident to do any kind of garments. We can handle any kind of quantity easily. Most of the factories we work with are approved from renowned customers.

### **OUR VISION**

To be referred as the most favourable company in the trading industry

### **OUR MISSION**

- Our mission is to source top-quality garments and supply to the respected buyers.
- Striving to meet the increasing and diversified demands of the customers.

- Being market leaders in defend market segments.
- Providing quality products & reliable services and sourcing from reputed manufacturers.
- Being the preferred supplier of our customers, with our products exceeding their quality requirements.
- Harnessing the creative energies of all our people through team work, develop and a transparent work environment.



Figure- 01, Exported Products



Figure-02, Exported Products

### Company Details Summary

<b>Name</b>	Nelima Fashion Wear Ltd
<b>Location</b>	Rangs Tower, House # 14, Flat # A2 & B2, Road # Shah Jalal Avenue, Sector # 04, Uttara, Azampur, Dhaka-1230, Bangladesh.
<b>Company Started</b>	14 <sup>th</sup> April 2014
<b>Company type</b>	Exporter , Importer
<b>Managing Director</b>	Md Fazlul Haque
<b>Director</b>	Nasima Akter
<b>Number of employees</b>	30

As a trusted and renowned buying house, Nelima Fashion covers all sorts of garments—Men’s, Women’s, Kids, Lingerie fashion and lifestyle. Each type of Garments is covered and looked after by the specified departments such as Central Desk, Showtime Department, and Business department, Merchandising Department, Quality Assurance Department.

While taking order and executing new order every department and merchandiser is assigned the task to get the most authentic form of order, without any bias or falseness. Thus, here at Dhaka Tribune, it is ensured that genuineness should be the basic foundation for all departments and I cherish this learning from Nelima Fashion with all my heart. As a Merchandiser, I learned to pay focus and look for facts and figures to craft my orders whilst being an intern at Nelima Fashion.





Figure-03, Exported Products



CLIENTS

WE ARE WORKING WITH

Walmart \* MANGO ZARA



OUR FINANCIAL PARTNER



A/C NAME: NELIMA FASHION WEAR LTD  
 SHAHJALAL ISLAMI BANK LTD  
 UTTARA BRANCH  
 ANWAR COMPLEX ( 1ST FLOOR)  
 HOUSE # 12, ROAD # 14/C, SECTOR # 04,  
 UTTARA, DHAKA-1230.  
 SWIFT: SJBL BDDH UTR

A/C NAME: NELIMA FASHION WEAR LTD  
 BRAC BANK LTD  
 UTTARA CORPORATE BRANCH  
 ATLANTA TRADE CENTER ( 2ND FLOOR)  
 HOUSE # 01, ROAD # 01/A, SECTOR: 04,  
 UTTARA, DHAKA-1230.  
 BANGLADESH.  
 SWIFT CODE: BRAKBDH

MEMBERSHIP

Bangladesh Garment Manufacturers and  
 Exporters Association (BGMEA)



Bangladesh Garment Buying House  
 Association (BGBA)



Figure-04, Buyers and Banking Partners

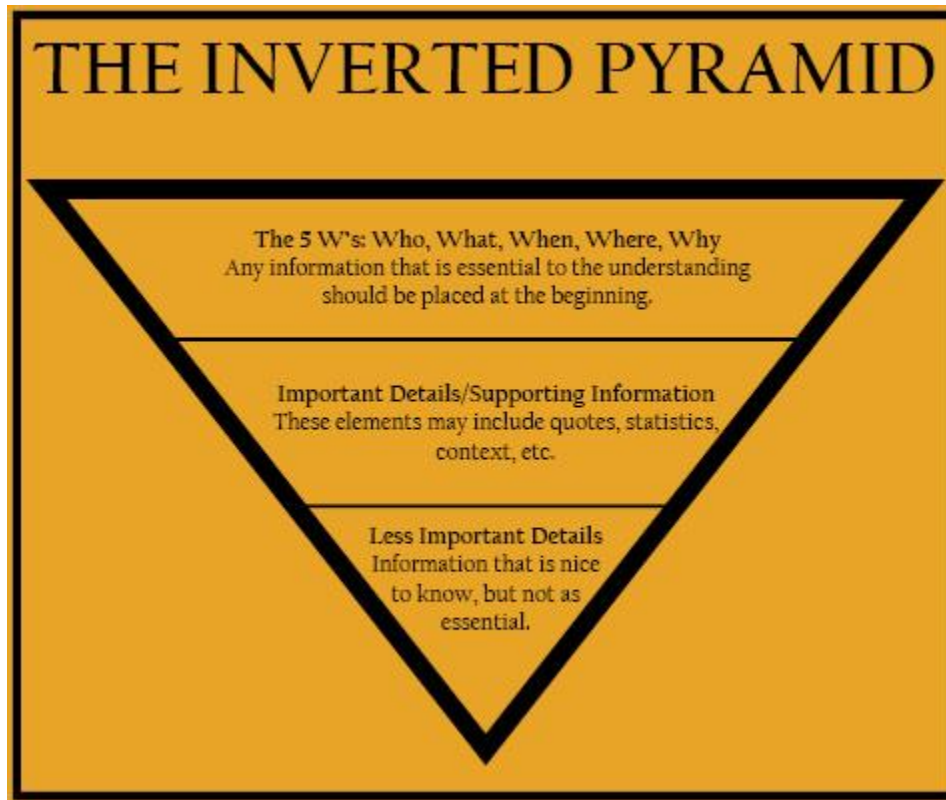
## **Chapter 6**

### **Central Desk of Nelima Fashion Wear Ltd.**

Central desk is the heart of Nelima Fashion Wear Ltd. It is such a place that is always energetic with gossiping and possibly, a little ranting. Here, the hard-working Merchandisers of Nelima Fashion work tirelessly to provide the Information to its Buyers. It is essentially the engine room where important news is produced. Such as when merchandiser make fit sample in office that time measurement ratio is not perfect all time. Along with producing proto sample, the Central Desk covers all buyer information costing supplier contact fabric sourcing etc. Nelima Fashion generally follows all the requirement of buyer. MGL, Latin AM, Coppell, Cherokee buyer generally take goods from Bangladesh.

When it comes to making Garments, a specific structure known as “the inverted pyramid structure” is followed at Nelima Fashion Wear. In this following structure, the most important information is always presented at first. And 5W and 1H questions: who, what, where, when, why and how, is answered in the lead paragraph.

In general, garments are organized using the pyramid style in Nelima Fashion. This process allows the buyer to buy the most garments first and then decide whether they want to continue doing business or not. Nevertheless, it is important to note that some orders of Nelima Fashion do not strictly follow the ideal inverted pyramid style.



**Figure-05 Inverted Pyramid**

Source: Internet

## Different Types of Fabrics Used in T-Shirts

By **Prasanta Sarkar**-October 01, 2013

When you are going to place an order for T-shirts or you are planning to start your own T-shirt brand or T-shirt manufacturing business, you attempt to find out what are the common fabrics used to make T-shirts.

You might be already knowing that T-shirt is majorly made of knitted fabrics. Within knitted fabrics, there are a variety of fabrics available in the market. So the most difficult thing is in knits fabrics what fabrics are for t-shirts.



Mostly, T-shirt fabrics are made of 100% cotton yarns. Though polyester fabrics and spandex blended fabrics used for T-shirts.

Fabric differentiation can be done in the following ways. Like based on knits fabric structures, Fabric Patterns etc. A couple of images are shown in each fabric categories.

### Common T-Shirt fabrics used based on knitting structure

- Single Jersey
- Double Jersey
- 1X1 Ribs
- 2X2 Ribs: Ribs can be also used in neck finishing in a single jersey T-Shirt.



Image courtesy: [alibaba.com](http://alibaba.com)

### Common fabrics categories based on fiber content

In cotton fabric are also categories based on fiber fineness. Whether the yarn are combed or simply carded.

- 100% cotton
- Modal fabric
- Cotton/Lycra



Modal Single Jersey image: [made-in-china.com](http://made-in-china.com)

### **Common fabrics based on fabric patterns**

- Plain and solid dyed fabric in all the above categories.
- Yarn-dyed fabrics. You may be seen horizontal colored stripes in T-shirts. Those patterns are made of yarn-dyed fabrics.
- Printed fabric (allover and motifs) - One can use allover printed knits fabrics for Tees. Printing can be done in fabric stage or it can be done in garmenting process. Instead of allover design, for single design or logos on T-shirt, you can made t-shirt with solid color Single Jersey first and later print required design in cutting panels, after cutting fabric pattern and prior to sewing garment.



Yarn-dyed single jersey. Image: [made-in-china.com](http://made-in-china.com)



Allover print patterns. Image: [frenchconnection.com](http://frenchconnection.com)

## Chapter 7

### Activities of Different Departments

#### Role of Merchandiser in Garment Industry

Merchandiser is the BRIDGE between the industry and the buyer. He have to look after every job like buying the raw material which is required to finish the product, making the garment, finishing the garment, documentation, finally shipping. He is the responsible person to make the product. A garment export unit generally has many department like stores, cutting, production, packing, checking etc. in which Merchandising department a linking device of all. The job of a merchandiser is to co-ordinate with the entire department in the office as well as the customers. The merchandiser is the one who creates a good relationship in between exporter and buyer.

Merchandising is a specialized management functions within the fashion industry. It is the business that moves the world fashion from designers showroom to retail sales floor and in to the hands of consumers. It is the internal planning that takes place within a retail organization in order ensures adequate amount of merchandise are on hand to be sold at prices that the consumers are willing to pay to ensure a profitable operation.

#### Following are the responsibilities of merchandisers which gives importance to them:

1. Internal and external communication,
2. Sampling,
3. Lab dips,
4. Accessories and trims,
5. Preparing internal order sheets,
6. Preparing purchase orders,
7. Advising and assisting production,
8. Advising quality department about quality level,



9. Mediating production and quality departments,
10. Giving shipping instructions and following shipping,
11. Helping documentation department,
12. Taking responsibility for inspections and
13. Following shipment.

### **Role of Commercial Department:**

The main objective of the position:

Ensure corporate authority by establishing proper management control and monitoring smooth operational performance for Export & Import activities for management reporting that satisfies the needs of concerned stakeholders. The commercial Manager will ensure all reports by using Garments ERP Software. Garments ERP create different types of commercial management report which is very beneficial for daily official activities. The commercial module is integrated with this garment ERP Software. Any concerned person of the commercial department can view their job responsibility in this software.

Job Responsibilities of Commercial Manager:

- Monitoring overall activities of the Export section.
- Monitoring all activities of the Import section.
- Co-ordinate with all activities with all other sections of the Commercial department (Export section, Import section, Customs section, Bank section, Audit section, BKMEA, BGMEA& EPB section).
- Coordinate with Marketing & Merchandising department and Accounts & Finance department regularly for shipment schedule and fund management activities respectably.

- Responsible for prepare & submit monthly, quarterly and annual reports to the management for necessary action.
- Responsible for monitoring overall activities of the commercial department, co-ordinate the activities of the commercial department with other departments & outside parties, government offices, local liaison offices of buyers, audit firms, banks, etc.
- Reporting to the top management of the company & participating in the Executive committee of the company to decide with top management.
- Responsible to give a good account and prove to be equal to your responsibility
- Responsible for place booking to forwarder accordingly.
- Making Invoice, P-list, and pass EXP form from Bank to ship out the export consignment.
- Responsible to collect Master L/C from Bank and open Back to Back L/C for raw material procurement for Export.
- Responsible for monitoring overall activities of the commercial department co-ordinates the activities of the commercial department with other & inter-department, outside parties, government offices, local liaison offices of the buyer, audit firms, bank, etc...
- Prepare & submit Utilization Declaration from respective authorities which are required to Export goods.
- Submit & collect GSP certificate from component authorities.
- Responsible for renewal of Bond license, Fire license, Group Insurance policy, Annual audit report from customs authorities.
- Work with quite efficient, trustworthy, committed, and dedicatedly.
- In charge to give instructions to the finishing department to move cargo for Export in time.
- Fully in charge of making correspondence with local buying house & foreign buyer through e-mail time to time regarding Export documents.
- Reporting to the top management of the company & participating in the Annual Executive committee meeting of the company to decide with top management
- Fully liable for submission of Export documents to local buying house or Buyer's representative office to get Inspection Certificate.
- Liable to prepare a presentation to the director of the company for a monthly meeting purpose.
- Dependable to submit Export documents to Bank for negotiation with buyers' bank for bill realization.
- Follow up on the payment realization & disbursement of the funds after getting the payment.
- Organize Import documents to release Import consignment in time.

Booking Format of Nelima Fashion



**NELIMA**  
FASHION WEAR LTD.  
Nelima Fashion Wear Ltd.  
Rangs Tower, House # 14, Flat # A2 & B2,  
Road # Shah Jalal Avenue, Sector # 04,  
Uttara, Azampur, Dhaka-1230, Bangladesh.  
Email Address : toufik@nelimafashion.com / tanvir@nelimafashion.com  
Point of Contact : 01740713072

BUTTON BOOKING

DATE  
**11-04-23**  
PURCHASE ORDER NO.  
**NFWL-PO-230014**  
CUSTOMER :  
**LATIN AM**

ORDER DETAILS:

PO: 0000283-51C/ 0000284-51C / PO-0000284-51C-01 / PO-0000287-51C-01 / 0000319-51C  
ITEM: KIDS / BOYS JACKET / MEN'S DENIM WOVEN JACKET / LADIES WOVEN PULLOVER /  
LADIES WOVEN JACKET JOGGER / SHIRT

BRAND: CHEROKEE / QUARRY





ORDER TO

MR. ANWAR

ANWAR TRADING CORPORATION

PI & DELIVERY ADDRESS

All Weather Fashions Ltd.  
Haribaritek, Pubail, College Gate,  
Pubail, Gazipur.

ITEM NO.	STYLE	BRAND	DESCRIPTION	PHOTO / COLOR	SIZE	QTY	UNIT	TOTAL ( DZN)	REMARK
1	01-CHK- J88FW23 / 01- CHK-J8F23	CEROKEE	4 HOLE HORN BUTTON AS PER SAMPLE		AS PER APPROV ED SAMPLE	570	GROSS	570	: PROCEED TO BULK  : TAKE ALL HARD COPY APPROVAL BEFORE
2	JACKET	CEROKEE	4 PART NON LOGO SNAP BUTTON		AS PER APPROV ED SAMPLE	720	GROSS	720	
3	JACKET	CEROKEE	4 PART LOGO SNAP BUTTON		AS PER APPROV ED SAMPLE	410	GROSS	410	
4	JACKET	CEROKEE	METAL SHANG BUTTON		AS PER APPROV ED SAMPLE	670	GROSS	670	
5	JACKET	CEROKEE	4 HOLE PLASTIC BUTTON NON LOGO	ECRU OLIVE 17- 0834 TCX	16 MM	160	GROSS	160	
6	SHIRT	QUARRY	4 HOLE PLASTIC BUTTON WITH LOGO	IVORY 11-0507 TPX	13MM	120	GROSS	120	
				CAMEL - 14-1114 TPX	13MM	120	GROSS	120	
				NAVY - 19-4024 TPX	13MM	120	GROSS	120	

Remarks / Instructions:

ALL BUTTON SHOULD HAVE TO BE RUST / NICKLE FREE  
WHEN SHIP PROPERLY MENTION QUANTITY ON EACH PACKING.  
CHALAN SHOULD HAVE TO BE CLEAN AND CLEAR .  
CONTACT US IF NEEDED BEFORE DELEVER TO FACROTY FOR CHECKING THE GOODS.  
NO SHORT SHIPMENT ALLOWED

Figure- 06, booking format

## Chapter 08

### My Internship Activities of Nelima Fashion Wear Ltd.

**Commercial Officer Work-** As a commercial officer I went to bank and transfer the master LC. Then opened the B2B LC from party bank. After that prepared the bank documents to send the party bank. Afterwards follow up the whole shipment scheduled.

**Merchandiser Work-** As a merchandiser I got two orders from my Boss. The order description is given below-

- 1- **Men's Woven Shirt:** Fabrication- 100% cotton corduroy 8 wales 300 GSM, Quantity- 4500 pieces, Shipment- Mexico.
- 2- **Men's Woven Jogger:** Fabrication- 16\*16 Twill 98% Cotton 2% Spandex A/W 260 GSM Quantity- 9000 pieces, Shipment- South Africa

Above two order handled solitarily. I got Po sheet and start corresponding with my buyer Latin Am Ltd. merchandiser Iris. I took all accessories approval, all lab dip approval. I send lot of courier to them for developing sample also. In this order buyer changed lot of things from their end. That's why I faced a consumption problem also. Such as my before consumption was 21.40 per dozen. But after changing the buyer consumption will be 21.70 per dozen. That's why I need to revise booking again for fabric supplier. I pushed regularly buyer for trims, fabric swatch approval. I follow up all the suppliers to in house the products to the factory. After that in shipment date I went to the garments for inspection with Buyer Qc.

It was a great and adventure activities in Nelima Fashion Wear Ltd.

## Chapter-09

### Used Skills

Nelima Fashion has given me an exceptional opportunity to learn grow and the skills that I have learned as an intern are:

1. **Communication Skills:** As an intern I had to constantly stay in touch with my boss and buyer merchandiser needed to stay updated about current happenings and orders. Therefore, I had learned how to communicate well—to be an effective sender and receiver of messages—while creating little miscommunication.
2. **Teamwork Skills:** While working at Nelima Fashion Wear Ltd. I tried to ensure that I work pleasantly with my co-workers and maintain cordial relationship with them. Moreover, I learned how to behave diplomatically and I believe this skill will also help me in my personal life.
3. **Problem-solving Skills:** Having a clear understanding of the problem and seeking the most effective solution have been my main connotation while working for Nelima Fashion. My internship experience here has taught me how to be an efficient problem solver.
4. **IT Skills-** I used most of the time Microsoft word, excel and power point. Because of all merchandiser need to know Microsoft excel must for booking.
5. **Time Management Skills-** I always woke up 7am in the morning and ready myself for going office. I always entered before 9.30 am. So I learned the time punctuation skills.
6. **English Language Skills-** I used my English language skills with buyer. I talked with them fluently. They also happy to communicate with me. I created some Chinese suppliers. They also happy to communicate with me.

## **Chapter 10**

### **My Limitations**

I faced lot of problems to execute the order. Firstly, my nominated factory can't open the back to back LC against our master LC. Then we changed the factory. Then I submitted to buyer first fit sample. They give me feedback comments late. That's why my production was hampered. Before sending PP sample they changed the measurement. In heavy work pressure I can't manage the time and forget something important task.

## Chapter 11

### My Learnings as an Intern

According to the definition of Wikipedia, “an internship is a period of work experience offered by an organization for a limited period of time.” But for me, this “limited period of work experience” has excelled beyond its designated purpose and has involved into a fully-fledged career opportunity. Now, I can imagine myself living and working as a full-time Merchandiser and my learning from this experience are:

- 1. Career-orientation:** Not only I have been able to explore different career positions (ex. Merchandiser, Commercial Officer, Quality Controller etc.), but also, I have been provided with the opportunity to explore my skill gaps and test myself in different scenarios. It has been both thrilling and eye-opening. My career oriented now and know how to behave as a professional Person.
- 2. Originality:** My managing director and Director have been a cherished guide for me and taught me how to do costing of Garments, buyer communication, development of new buyer. I can generate original and innovative ideas more easily.
- 3. Confidence:** During the first few weeks, I felt overwhelmed and nervous. I was a shy kid working among such distinguished merchandisers, but my colleagues never for once treated me as someone inferior or amateur, rather I was treated as a full-timer and with respect. Consequently, I was able to conquer my shyness, hesitation and nervousness and now become more confident.
- 4. Mental strength:** Being a Merchandiser requires an enormous amount of mental stamina and the job is physically straining. Therefore, by teaching me to nurture mental stamina and physical endurance, my internship experience has taught me how to be mentally be strong. Because In merchandising time order can be hampered for anyone. So need to fit mentally strong and handle cleverly.

## Chapter 12

### Recommendations

Although I consider Nelima Fashion Wear Ltd. to be an ideal Buying house to get the first-hand internship experience—especially for the students who are ambitious to be a Merchandiser—I have some views and suggestions regarding its current work environment. I believe there are a few scopes for improvement such as:

#### **1. Organization and planning:**

The office layout of Nelima Fashion Wear Ltd. should be more organized and the desks of staff should be arranged in a more planned manner. Moreover, there are no designated desks for interns; hence, the interns like me will be greatly benefitted if are separated or designated desks for us. Frankly, everyone needs refreshments now and then. Therefore, it would be wonderful inclusion if there is a separate cafeteria for the staff.

#### **2. Acquaintance to innovative ideas:**

Nelima Fashion is undoubtedly one of the leading Buying House of our country and is sincerely working to bring from the buyer the latest and authentic work to the Bangladesh Garments, but I think in every international garments Industry fair they need to join for growing their buying house. I am immensely grateful that the Merchandiser Manager of Nelima Fashion has listened to my opinions and views attentively and other aspiring young merchandiser should get the similar opportunity. Hence, should strive to include reporters from the young generation.

#### **3. More brainstorming**

Every merchandiser of Nelima Fashion Wear Ltd. are very much cordial to each other. However, the pandemic has created distance among us, so there are rarer monthly meetings and Brainstorming sessions. I believe that such productive and pleasant meetings should be arranged more frequently as it will create unity among the staff members. The above-mentioned suggestions are my own opinions and I have detailed with sole purpose of helping Nelima Fashion Wear Ltd. to be a better and more successful organization.



## **Chapter 13**

### **Conclusion**

I would like to conclude my report by stating that Nelima Fashion Wear Ltd. has me the opportunity to execute 2 Garments Order and taught me how to be a professional Merchandiser. My time here as an intern has been a haunting experience for me. I have efficiently been able to learn how to do trims, fabric booking, buyer communication, costing fabric wash etc. By working in two diverse departments Merchandising and Commercial. I have gained valuable insights about each department's work, essence and function. I have learned how to handle pressure and work professionally and the environment here has readied me for the upcoming challenges I will be facing. On a final note, I would like to say that it has been an admiration to be interning with one of the leading Buying House of our country and voice delivered to the grassroots. I have tried my greatest to prepare this internship report according to the guidelines and I am ready for my imminent professional life.

**References of Book**

(R. Rathinamoorthy, R.

K. Murugesh Babu, S. C. (2022). *Bamboo Fibres: Processing, Properties and Application*. Elsevier Science, 2022.

Kunz, G. I. (1998). *Merchandising: Theory, Principles, and Practice* .

R. Rathinamoorthy, R. Surjit. (June 13, 2018). *Apparel Merchandising*. Mumbai : Woodhead Publishing India PVT. Limited.

## Appendix 1

### Internship Certificate



**NELIMA FASHION WEAR LTD.**  
100 % Export Oriented Apparel Manufacturer

Corporate Office: Rangs Tower,  
Road # Shah Jalal Avenue, House # 14  
Flat # A2 & B2, (2nd floor, Lift-2)  
Sector # 04, Azampur, Uttara, Dhaka-1230,  
Bangladesh. Tel: +88 027912302, 58955915  
E-mail: sayeed@nelimafashion.com  
www.nelimafashion.com

Date- 05<sup>th</sup> May 2023

#### TO WHOM IT MAY CONCERN

This is to certify that Md. Mahamudul Hasan Mahin is working as an Intern merchandiser since January 1<sup>st</sup> 2023.

During this internship tenure at Nelima Fashion Wear Ltd. we found him very sincere, hardworking, politeness and quick learner. He also handled International buyer NEWRY and also worked with many Chinese Supplier. So he has a vast sourcing of foreign suppliers as well as attended some international buyer meeting with foreign buyers.

We wish all the best in his future endeavors.

Sincerely

NELIMA FASHION WEAR LTD.  
  
MD. FAZLUL HAQUE  
Managing Director

MD. FAZLUL HAQUE  
MANAGING DIRECTOR  
NELIMA FASHION WEAR LTD

## Appendix 2

### Photo Attachment



### Appendix 3

#### Photo Attachment



## Appendix 4

### Photo Attachment



## Appendix 5

### Photo Attachment

