

An Internship Report
on
**Merchandising Responsibilities in the Ready-Made Garment
(RMG) Industry**

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Date of Submission: April 30, 2024

Students of Original Authorship

I, Md Abdul Kader Mithu, do hereby declare that the internship report titled “Merchandising Responsibilities in the Ready-Made Garment (RMG) Industry”, submitted to the Department of English at Daffodil International University, is my original work completed for the Project Paper with Internship (Course Code: ENG431) as part of my B.A. (Honors) in English program under the supervision of Dr. Ehatasham Ul Hoque Eiten, Assistant Professor and Head in the Department of English at Daffodil International University. I attest to the authenticity of this report and affirm that it has not been previously submitted to any institution or organization for any form of recognition or reward.



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Program: B.A. (Hons) in English

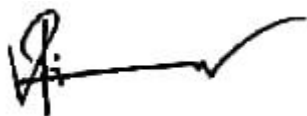
Department of English

Daffodil International University

Certificate of Supervisor

I am pleased to confirm that the internship report entitled "Merchandising Responsibilities in the Ready-Made Garment (RMG) Industry" submitted to the Department of English at Daffodil International University, was authored by Md Abdul Kader Mithu (ID: 201-10-2188) for the course 'Project Paper with Internship' (Course Code: ENG431). Md Abdul Kader Mithu completed his internship under my supervision during the Spring-2024 semester.

I am very pleased to clarify the authenticity and quality of his work. I confidently recommend his report for further academic glorification and viva-voce.



Dr. Ehatasham Ul Hoque Eiten

Assistant Professor and Head

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Acknowledgment

The first thing I would like to do is thank Allah for giving me a chance to work on my project paper as a trainee in the merchandising department. I want to thank my sir, Mr. Dr. Ehatasham Ul Hoque Eiten. He helped me a lot with this whole thing. Without his help and advice, I could not have- done this report. He was very supportive.

Moreover, I am grateful to Mr. Arifur Rahman, Head of Merchandise at Niagara Textiles Limited and Mr Enamul Haque Milon, Senior Merchandiser at Niagara Textiles Limited for allowing me an opportunity of interning with their highly renowned organization. Their generosity and cooperation were so important in enhancing my knowledge acquisition.

Abstract

The main objective of this internship report is merchandisers roles in the ready-made garments sector. I had an opportunity to do my three-month internship at a well-known knitwear factory where I got an insight and practical experience about what responsibilities of a merchandiser are. In the 90 days that I was on internship, learned several things which include effectively communicating with buyers and how to complete a Lab dip report among others. Because of this, I can say that I gained a comprehensive understanding and view over the processes associated with merchandising in its entirety. This paper gives an overview of my findings regarding the duties performed by merchandisers within the RMG industry.

Table of Contents

Sl. No.	Contents	Page No.
	Statement of Original Authorship	i
	Certificate of Supervisor	ii
	Acknowledgment	iii
	Abstract	iv
Chapter 1: Introduction		1-4
1.1	Introduction	2
1.2	Focus of the Internship	2
1.3	Importance and Reach of the Report	3
1.4	Targeted Objectives	3
1.5	Layout of the Report	4
1.6	Chapter Overview	4
Chapter 2: Importance of doing Internship		5-7
2.1	Internship to Develop Soft Skills and Hard Skills	6
2.2	The Significance of Internship	7
Chapter 3: Methodology		8- 11
3.1	Internship Placement Procedure	9
3.2	Execution of the Project Work	9
3.3	Acquiring Data for Specific Goals and Competencies	10
3.4	Process of Data Analysis	10
3.5	Limitations of the Study	11
Chapter 4: Organizational Overview		12-15
4.1	Introduction	13
4.2	Organizational Overview	13
4.3	Corporate Information of the Organization	14

4.4	Mission of the Company	14
4.5	Products	15
Chapter 5: Internship Activities		17-20
5.1	Introduction	18
5.2	Working Circumstances	18
5.3	Skill Progress Overview	19
5.4	Analytical and Problem-Solving Case Studies	20
5.5	Key Takeaways from Internship Experience at the Organization	20
Chapter 6: Observations and Findings		22-25
6.1	Observations	23
6.2	Findings	23
6.3	Professional Soft Skills	24
6.4	Professional Hard Skills	25
6.5	Interns' comprehensive development	25
Chapter 7: Conclusion and Recommendations		26- 28
7.1	Conclusion	27
7.2	Recommendations	28
References		29-30
Appendices		31-36

Chapter 1: Introduction

1.1 Introduction

The merchandising activity is a significant factor attached to the system of wearing clothes, allowing direct communication between buyers and merchandisers. In this context, conversations between the two parties will include a wide variety of options such as costs of goods, and what kind of fabric, and accessory. These dialogues end with a proposal of the exact timing of the shipment. In the follow-up process, the merchandisers start with the task of getting the goods into the sample area where they organize a comprehensive checkup of different segments such as knitting, dyeing, sewing, and finishing. The job of the buyer's assistant is among the fascinating paths of a young generation that has been the center of attraction to these young people. They can make their careers in this industry by exploring through numerous opportunities for career advancements in this dynamic industry.

1.2 Focus of the Internship

As a student enrolled in the English department, I am required to undertake either internships or project papers as part of my academic curriculum. Opting for an internship, I view this opportunity as not only fulfilling a requirement for my academic qualifications but also as an additional course, carrying three credits, titled "Project Paper with Internship" with the course code ENG431. Completing this internship is integral to my graduation requirements. In the English department, interning in the garment industry is not a common option. Yet, I want to challenge myself and step out of the comfort zone to gain relevant knowledge relating to the field. This decision is powered by my career orientation that confirm my interests for the reason of picking a special profession, alongside the academic knowledge. Not only this, but also a grounds for choosing an internship as a new opportunity is getting into the professional environment where you learn all the insights your hardworking Labor will get regarding the industry knowledge.

1.3 Importance and Reach of the Report

So many students do not know how important internships are in relation to gaining a Bachelor's degree and improving employability. 85% Venturing into the textile sector as a merchandiser presented some challenges among humanities and social science faculties. I am often asked if I preferred to exercise my internship at a perceptual site, for example at the textile center. This article I will try to answer this particular question. As awful and messy as it was, it taught me important aspects of life that I didn't know before. In life, learning by doing always takes the lead over rote learning as it creates the desire to learn a new and unfamiliar environment so that the person can develop his own self.

1.4 Targeted Objectives

The targeted objectives of this internship project include:

- a. Acquiring firsthand knowledge of merchandising sector operations and working conditions.
- b. Understanding the communication strategies utilized by merchandisers when engaging with buyers.
- c. Familiarizing with the procurement processes employed by buyers.
- d. Gaining insight into negotiation techniques utilized by merchandisers during price determination.

1.5 Layout of the Report

This introductory chapter, Chapter 1, delves into an overview of the background, purpose, significance, scope, and specific objectives relevance for the study. The second chapter of the report will discuss the issues that cropped up during my internship. Based on the results of the

internship program, Chapter 3 gives a clear methodological approach. Chapter 4 offers insights into the organization of the structure. The final nail in the coffin of the internship will be the writing of Chapter 5 which runs down the entire internship. The first step is to prepare Chapter 6 which will highlight the facts and findings that came out of the fieldwork. Then the last barrier will be Chapter 7 in which recommendations based on the findings of the internship are given.

1.6 Chapter Overview

Merchandising plays a crucial role in every supply cycle of the clothing and textile sectors, which shows the importance of the merchandiser's role. The position requires attributes such as patience observance and a strong work ethic. Taking this internship is part of the requirement for my academic progress, being the equivalent of one additional course with three credits to be written off towards my graduation. The purpose of this internship is to disclose the procedure of cooperation between buyers and merchandisers through communication and negotiation methods.

Chapter 2: Importance of doing Internship

2.1 Internship to Develop Soft Skills and Hard Skills

In recent times, internships can be considered a great opportunity to gain real-world experience. Students who have on-the-job internships often leave with this vital experience. Also, internships improve both, soft, and hard skills of the students, which is a great benefit. Many times, companies are determined to hire individuals who are fresh graduates and in a way this work has both work experience and abilities. Let's see some of the soft and hard skills that students can learn or improve through internships. (thecareerlabs.com)

- a. Collaboration: Students can improve their teamwork abilities through internships. This is because most of the times, the employers demand gifted staff who can efficiently work alongside others, deliver on group tasks, and can think up good ideas. There is no better place for employees to learn that balance of authority, free environment, and communication than through internships.
- b. Analytical thinking; Analytical or critical thinking skills are necessary across business functions and organization's departments. For our careers to be on the right path, interns must concentrate on developing their analytical thinking abilities because they are a key requirement for solving problems and making decisions.
- c. Language Proficiency: Being bilingual or multilingual is increasingly important for both personal and professional success. During their internship, students often engage with clients who come from different backgrounds. So knowledge of languages like Bangla, English, Hindi e.t.c acquired through internships improves communication skills and expands career horizons.
- d. Technological Proficiency: Every intern should have computer proficiency. Knowledge of Microsoft word, Excel among others is imperative in today's job market. Practical application during internships can familiarize us with these tools which would help us improve our skill set for future use.

2.2 The Significance of Internship

Internship, as a formal practice, may take place both at an organization, preferably in a voluntary capacity when it is a trade-off between knowledge and remuneration. They are the perfect venues for students, where they will have the opportunity to wander in the career pathway by gaining different skills and other personal developmental goals. The internships do not only come with the benefit of hand on knowledge and experience into the workplace environments. They provide not only knowledge and skills acquisition but also give the practice to work independently and be creative in finding the best solution to the problem. One of the most significant advantages is that of the possibility to establish a reliable list of contacts.

Interning students get to know and relate with different professional in their field of study. Hiring workers who have interned before is believed to have more advantages than those who have not, as they are more familiar with the office environment and therefore have a higher sense of belonging.

Chapter 3: Methodology

3.1 Internship Placement Procedure

I decided to do my internship in merchandising. After taking the initiative I approached Niagara Textiles Limited and met with Head of the merchandising department. So, I prepared my CV, which met the requirements and secured a recommendation letter according to their criteria from my university. I informed my university about my internship desires in the field of merchandising before this. When they were handed over at their offices, some discussions took place concerning that sector as well as responding to any questions raised. Thereafter s/he had a detailed conversation with me when I was through with all these processes. I therefore spent the next 2-3 days having all my activities within this industry closely observed by seniors from the merchandizing team. From here on after two days of observing what I did and loved most in the field, I became an intern at Niagara Textiles Limited officially.

3.2 Execution of the Project Work

While I did a practical training program in the merchandising section of Niagara Textiles Limited, one of my first tasks was to visit the company's apparel sector, for the which I visited many: knitting, dyeing, cutting, and finishing. Generally, all was done in four to five days. Additionally, they gave me an assignation for collecting fabric samples for resourcing the merchandise. The mentor had me do several other everyday tasks, these include collecting, sampling, fabric. They included compiling PDF and Visiting the mannequins in stores. Along with that, training also involved things like coming up with garment sizes after measuring the samples the guidance of the teacher that I obtained, therefore, have become an all-around knowledgeable person. So, my responsibilities were also raise the time you need a calculating method of the fabric requirements fabric of garments, which is an example of when else in the fabric sourcing and planning timeline you need this technique. Subsequently, during communication, I became an expert in email and communication through practically taking

several requests and informative letters to various buyers, learning how to send a professional letter and manage their mails. I scarpereed the body of the letter by not only asking for new expenses from the team. As a hands-on experience, it was a crucial part of the foundation of what I did in the project work.

3.3 Acquiring Data for Specific Goals and Competencies

For the specific objectives and skills, I've procured two primary types of data: primary and secondary.

- a. Primary data involved gathering insights from my supervisor in the merchandising sector. This included learning about essential formulas like the one for determining clothing sizes, represented by $M/L = YDS \times 36" + \text{inch} \times MW \div MP \times GSM \div 1550 \times 12 = \text{RESULT}$, Where, MW signifies Marker Width and MP denotes Maker Piece.
- b. I embarked on extensive visits to Niagara Textiles Limited to acquaint myself with every machine and gather relevant data. This encompassed studying diverse machines such as cutting machines, overlock machines, flatbed knitting machine, circular knitting machines, flatlock machines, GSM controller machines and cad marker machines.
- c. Secondary data was collated from online articles, journals, and websites to augment the depth of information in my internship report.

3.4 Process of Data Analysis

I have gathered data concerning a range of fabrics frequently employed in garment production. Some of these fabrics include Single Jersey, Lycra single jersey, Pique/PK fabrics, Lycra pique, Slub single jersey, Slub jersey, Terry, Fleece and Rib. Additionally, I plan to put

images in my appendix chapter that shows the machines used for making these kinds of materials as explained above in this report.

3.5 Limitations of the Study

- a. My internship lasted three months only; hence it was difficult for me to completely grasp all intricacies involved with merchandising within this period of time.
- b. The combination of this internship with my university coursework became challenging. Moreover, my internships reports must be prepared before defense hence I needed more times to work on both sides simultaneously.
- c. I am from an English academic background and there were some aspects about it which I found hard to understand because they are based on different cultural settings. Also difficulty in understanding concepts beyond the realm of academia due to unfamiliarity with them.

Chapter 4: Organizational Overview

4.1 Introduction

Niagara Textiles Limited established on 19th February 2001. Nurul Islam is the Managing Director of this garments factory. The garment employs a total of 2000 people, with 1400 female employees and 600 male employees. There are 150 employees dedicated to management. The company works with various brands and agents such as C&S, LPP, Piazza Italia, Walmart, and Rich Cotton LLC, and exports to countries including Belgium, Canada, Denmark, Finland, France, Germany, Ireland, and the United States. The garment provides excellent facilities and communities, including childcare facilities, separate gender-specific toilets, an Anti-harassment committee, a participation committee, and a safety committee. They are members of BGMEA and BKMEA. The garment is equipped with 650 machines and has a production capacity of 800000 yearly in dozens. The location of the garment is at Chandra Circle, Kaliakair PS, Gazipur-1750, Bangladesh. Child care facilities, separate gender-Specific toilets, an Anti-harassment committee, a participation committee, and a safety committee. They have a membership with BGMEA and BKMEA. They have 650 machines, and Their production capacity is 800000 (Yearly in dozen)— this garment is located in Chandra Circle, Kaliakair PS, Gazipur-1750, Bangladesh.

4.2 Organizational Overview

Niagara Textiles Limited, a well-known knit type of clothing maker in Gazipur since 2001. The company that has a good name for producing cost effective products and producing quality garments also offer full garment manufacturing services to their customers. One interesting thing about the comprehensive guidelines is that it includes all stages of fabric manufacturing process beginning from sewing locations, cutting and then moving on to machining, repairing, finishing, assembling as well as preparing clothes and accessories for different users. In 2023 they made a milestone when they achieved a turnover of Taka 1,431,260,480 which necessitated them to

produce more trendy and essential items so as not lose competitive edge in the market. Besides the certified suppliers Accord, RSC, BSCI and SEDEX are among the other organizations whose evidence shows how Niagara Textiles Limited is committed to high quality production.

4.3 Corporate Information of the Organization

The corporate information of Niagara Textiles Limited is provided in the table below:

Registered Name of the Company	Niagara Textiles Limited
Year of Establishment	2001
Type of Garment	Knit garment
Head Office	27, Bijoy Nagar, Suite No. C-1 (1st Floor) Dhaka-1000, Bangladesh.
Garment Location	Chandra Circle, Kaliakair PS, Gazipur-1750, Bangladesh
Export Market	Belgium, Canada, Denmark, Finland, France, Germany, Ireland, United States (USA)
Web page	https://www.niagaratex.com/
Email	info@niagaratex.com

4.4 Mission of the company

Niagara Textiles Limited is devoted to reaching the excellent consumer delight with the best best clothes via an effective quality management system and non-stop improvement.

4.5 Products

The western clothing offered by the company includes trendy shirts, female blouses, skirts and more. Below you may find all our high-quality export products.

- a. T-shirts for men and women in round/V-neck style or whichever style as requested
- b. Gentlemen's waistcoats
- c. Polo shirts for both sexes
- d. Women's tops including spaghetti tops, vests, tank tops, etc.
- e. Men's and women's jackets
- f. Different children wear

Types of Fabrication:

Inside these plants are highly skilled experts who manage fabric sourcing as well as manufacturing processes. Here is some of the fabric we offer:

- 100% cotton single slub jersey
- 1x1 Ribbed 100% Cotton
- 1x1 Rib Cotton with Elastane
- 100% Cotton French Terry

- Fleece
- Piqué
- French Terry with TC blend
- Piqué with TC blend
- Varieties of knitted fabrics with different patterns available.
- Single jersey made from cotton elastane blend.
- 2x2 Ribbed
- Durable 100% cotton jersey fabric

These goods are manufactured by Niagara Textiles Limited with pride.

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Chapter 5: Internship Activities

5.1 Introduction

In today's contemporary landscape, internships have become a very important thing to our current generation. Going through my journey as an upcoming merchandiser has felt complete – because it has been aligned with my career visions. I have gone deep into the details of garment industry in this role, absorbing information and skills by paying attention to them and being excited about them. There are different aspects of this experience that have been carefully cultivated under the guidance of Mr Sumon and Zakir, who mentored me diligently throughout.

Looking back on my skill growth, despite being relatively a new person in the industry, I am now able to imagine various processes for creating garments as well as artfully operating many machines. The mastery of end-to-end product management has given me invaluable abilities that will take my future projects to unprecedented levels.

Although not lacking in challenges, each hurdle crossed has acted as a trigger for progress. I confronted setbacks which were turned into opportunities for knowledge by my mentors; this saw me triumph over difficulties and come out more resilient than before. Eventually facing these obstacles on one's own can be quite intimidating but it is rewarding in the long run.

5.2 Working Circumstances

I am currently an assistant merchandiser at Niagara Textiles Limited where I work under the guidance of Enamul Haque Milon, a seasoned senior merchandise developer. His immense experience and expertise in this field has been very important towards my growth and development. Helping him with different tasks, easy to hard, as his right hands is what I do for him. Whenever I meet challenges, Mr. Milon is always there to assist me in finding solutions thus creating a supporting learning environment.

Furthermore, I would also like to thank Mr. Arifur Rahman, the Head of the Merchandising Department for his continued motivation and insightful suggestions on other matters relating to my internship program. For me they were a daily dose of encouragement that made me feel confident and competent enough in succeeding in this industry.

5.3 Skill Progress Overview

Through this internship program, I have gained numerous skills which have enriched my professional portfolio considerably. My proficiency levels for Microsoft Word, Excel and PowerPoint have significantly improved, resulting in quicker job completion. On top of that, I can now easily communicate with clients both orally or writing hence formal emails composition is not an issue too anymore Communication Skills (C) are some of the most important assets any employee may have; these effectively involve talking to people as well as writing them with utmost clarity. Finally it would be easy for one to say that solving problems becomes part of their thinking process by default after having such an experience

My familiarity with different cloths was limited before this experience, but now I have an in-depth perception of what types of fabrics are used. Additionally, I see a great change in my technical abilities and presentation skills. Moreover, this internship made me realize the importance of ethics and integrity at work place thereby making me a complete product who is equipped with both hard and soft skills sought in various sectors.

5.4 Analytical and Problem-Solving Case Studies

During my merchandising internship, I learned how to manage buyers and solve problems arising from them. One area that has these issues is the merchandise industry where shipment challenges are infrequent. When merchandisers face multiple orders at the same time, too much

pressure is put on production such that employees sometimes have to work overtime or even through the night. Even after doing their best, sometimes there may be delays in product readiness leading to shipping discrepancies regarding the client's stipulated dates.

Though merchandisers usually provide sufficient times for clients to mitigate such possibilities, cancellations due to delays are an uncommon but potential problem. For instance, merc

5.5 Key Takeaways from Internship Experience at the Organization

Internships are more than obligatory in modern academia but a necessary way for students to receive practical knowledge and insight into their areas of interest. Our country's clothing enterprise is a vibrant and growing industry that keeps on innovating. With a natural desire for this dynamic sphere, I have started an internship within the merchandising department of a reputable garment manufacturer.

My goal goes beyond mere participation; it is about gaining complete knowledge and becoming a master of all aspects relating to garment industry. For example, I am prepared to dive deep into different types of fabrics, internal mechanisms of machines, effective strategies for managing employees.

Every day gives me more opportunities for participatory learning. I am thus always glad to learn from experienced colleagues who have been in this field for longer than I have. In addition, I follow events at the factory floor on a daily basis which helps me understand how teamwork leads to success and nevertheless, my learning path does not end within these office walls. The first-hand interaction with factory workers offers priceless insights into intricacies of this industry.

At last, my internship is not only about complying with academic requirements; it is a journey of change designed towards providing me with necessary skills, know-how and understanding that will make it possible for me to survive in such constantly changing and fiercely contested environment as the clothing market. Every new day takes me closer to achieving what I want in life and making substantial contributions into this dynamic branch.

Chapter 6: Observations and Findings

6.1 Observations

There are so many opportunities in the field of merchandising. Therefore, I chose it because if you perform well in this area, you might be called for buying houses. During my internships, I have gotten to know file completion, customer service and client communication among other various aspects. Clients provide designs to managers with whom the merchandiser has to work hand in hand after receiving an order from them. Consequently, they are responsible for sourcing other accessories that will be used to supplement the order once approved by the client. By observing and learning from my daily working experiences and discussing with colleagues whenever I'm unsure about something is how I develop my observational process of learning.

6.2 Findings Strengths:

- a. They employ a pattern designer, ensuring self-sufficiency in this area
- b. Cultivates positive relationships with employees.

Weakness:

- a. Requires improvements to their official page.
- b. Lacks female representation among merchandisers.
- c. Merchandisers occasionally struggle with negotiation skills.

Opportunity:

- a. Successful intern students may receive job offers.
- b. High-performing merchandisers have the potential to attract offers from buying houses.

Threats:

- a. Continuous work without breaks may impact employee focus and productivity.
- b. Vulnerability to economic instability and electricity issues poses significant threats.

6.3 Professional Soft Skills

Soft skills comprise of personal habits and traits that affect both independent work and collaboration among others. Professional soft skills examples are:

- a. **Teamwork:** Collaboration is significant at the workplace for accomplishing tasks. This facilitates problem-solving and enhances creative idea generation.
- b. **Creativity:** Demonstrating creativity is important in professional environments since it leads to growth personally and professionally.
- c. **Critical Thinking:** Often, challenges arise in the workplace, necessitating individuals to engage in critical thinking to navigate around them effectively.
- d. **Effective Communication:** Soft skills require clear and concise communication that involves active listening, as well as knowing when not to say something.
- e. **Integrity:** Maintaining integrity is very crucial in the job market where trustworthiness and confidentiality are key issues. Therefore, admitting mistakes and upholding ethical standards are some factors of integrity.

6.4 Professional Hard Skills

Hard skills, also known as technical skills, refer to the technical expertise or knowledge obtained through various life happenings such as career progression and education.

Some popular examples of key professional hard skills include:

- a. Problem-solving: this skill necessitates identification and definition of problems as well as picking out the most appropriate solutions.
- b. Computer skills: Most jobs require computer literacy. For instance, accounting courses often train students on how to use software like Microsoft Excel.
- c. Bilingual or multilingual proficiency: In certain job situations, people may require speaking different languages hence making bilingualism or multilingualism desirable qualities.
- d. Technical skills: A majority of jobs require either a good command of particular software programs and hardware systems or good technical writing abilities.
- e. Presentation Skills: The ability to present information clearly and effectively is increasingly important across all industries so that strong presentation skills become a valuable asset.

6.3 Interns' Comprehensive Development

The internship made me realize that I was not conversant with the merchandising industry. However, once I became an intern, everything changed as I began to comprehend what a merchandiser does in general. Therefore, let's see how I grew during this internship. Computer literacy is paramount in all fields of employment. At first, I did not know how to use Microsoft Word, Office and Excel among other tools. In the end, though my knowledge on PowerPoint has gone up by leaps and bounds as well as in Microsoft Word, Excel and others which will be really beneficial for me in future. Finally there is effective communication also important in the job market. During this internship period communication skills have been honed while interacting with clients and coworkers thus gaining tips on how to engage effectively. It should be noted that besides overall growth during this stage of training process; I came to grasp different types of materials very well.

Chapter 7: Conclusion and Recommendations

7.1 Conclusion

In conclusion, Merchandisers play a crucial role in the garment industry, serving as vital connectors between production and sales. The findings of our study highlight several avenues for enhancing merchandising management skills, which hold significant implications for both businesses and national merchandising initiatives. Experienced merchandisers are highly sought after globally, making it a prestigious profession for those with the requisite education.

Being a merchandiser requires knowing all about clothes. It also needs commitment to the job. Talking to buyers is a key part of the work. You must watch for emails with new details or instructions. During my internship, I learned about fabrics. Knowledge about fabrics is crucial in merchandising. I also visited different departments. I learned about the processes used to make clothes.

While doing my internship, I immersed myself into fabric studies where it emerged as a major aspect of merchandising and visited different departments to gain insights into various production processes.

To get this done right I set out to familiarize myself with the nitty-gritties of merchandising profession working closely with my mentor. His guidance was invaluable while improving on my skills from garment manufacturing techniques up to meticulous product selection and procurement practices. In addition through practical involvement and continuous learning I aimed at increasing my proficiency level towards meaningful contribution within the apparel industry's development

That's why I am looking forward to knowing more about this internship opportunity.

7.2 Recommendations

There are many positive aspects to commend about this company. Overall, I am impressed with this factory's progress in a short period, especially in conducting business with foreign countries, which is beneficial for our nation. I believe this factory has the potential to become one of the leading establishments in Bangladesh gradually, given the presence of high-quality machinery and well-organized sectors for various operations such as embroidery, knitting, and cutting.

Nevertheless, a great factory, the company has some areas that need to be improved upon in order to boost its efficiency and performance. In case of this matter the absence of internal drying and washing facilities would mean that these services should be outsourced. It is possible to establish such sectors within the factories' premises which might result in more profitable organizations and time saving for employees. Additionally, workers in these fields will have an opportunity to earn more money if they do their jobs at work.

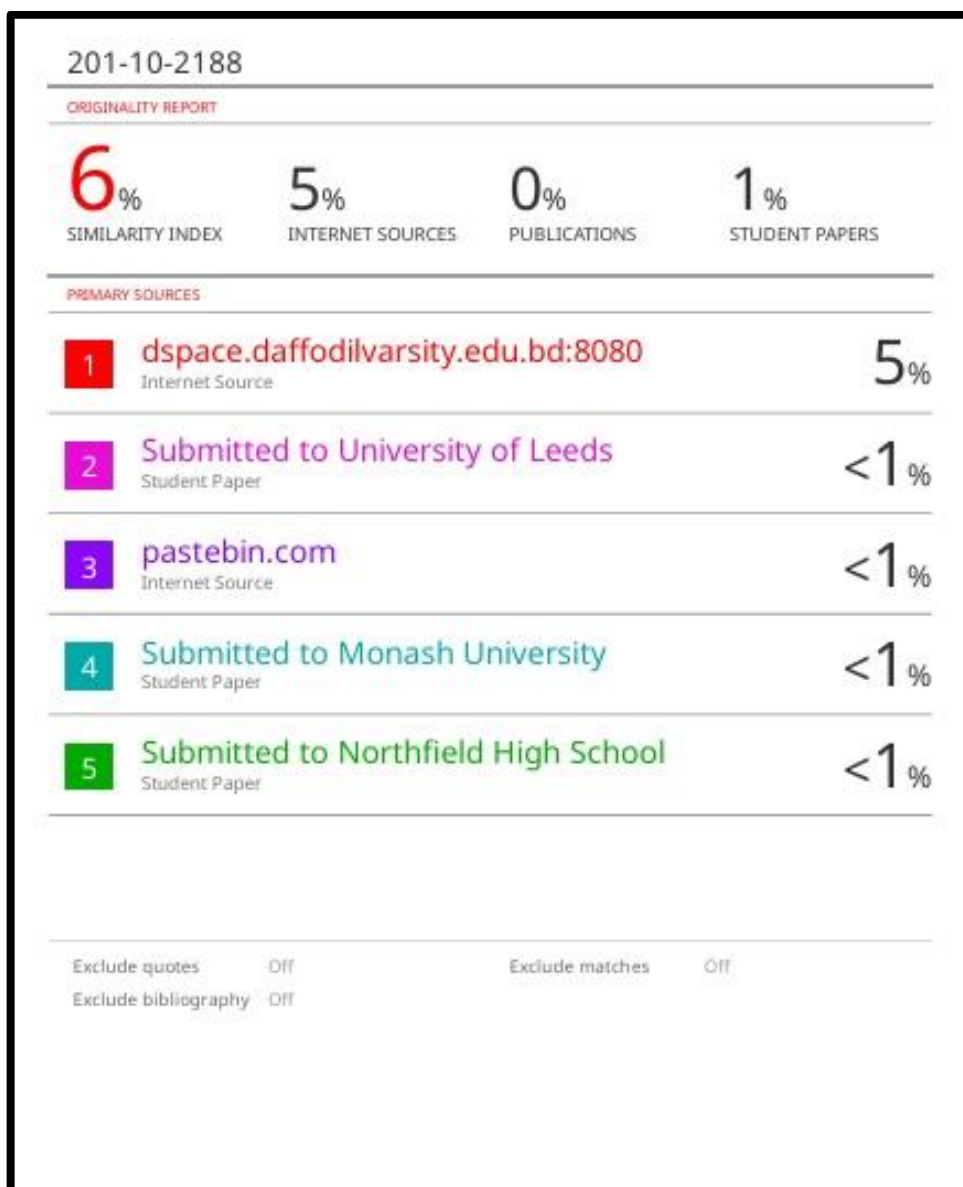
So generally my impression about the factory is positive but there are areas where it can improve on. Hitting these areas could bring about massive changes in the factory.

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Appendices

Appendix 1



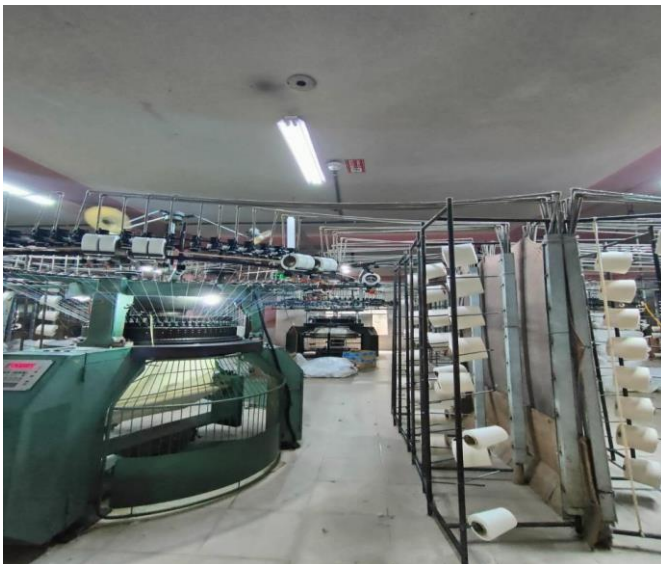
Turnitin Report

Appendix: 2


Photo 1



Photo 2

**Caption: Knitting Machine and Setup problem during knitting**

Appendix: 3



Daffodil International University
A landmark to create the Future

Faculty of Humanities and Social Science

Ref: Internship Placement/227 Date:02-02-2024

To
DGM (operations)
Niagara Textiles Ltd
Chandra, Kaliakair, Gazipur

Subject: Request for Internship Placement

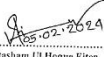

Dear Sir,

We are happy to inform you that the Department of English at Daffodil International University (DIU) has been offering BA(hons) in English for the partial fulfillment of the requirement for the BA in English Degree, students are required to be placed in relevant organizations as interns to gather professional experience. The duration of the internship is three months.

I would like to draw your kind attention that **Md Abdul Kader Mithu**, ID Number: 201-18-2188 has completed 123 credit hours in 41 courses from the Department of English. It would be highly appreciated if you could kindly allow her as an Intern at your esteemed organization.

Please feel free to contact me for further information if required.

With the best regards,

Dr. Ehatasham Ul Hoque Eiten
Assistant Professor & Head
Department of English
Daffodil International University
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Photo: 3

NIAGARA TEXTILES LTD
Chandra, Kaliakair, PS Gazipur-1750, Bangladesh
Intern Routine

S/N	Department/Section	Days	Responsible Person	Date	Mobile
1	Knitting	7	Bilous Sikder, (Manager Knitting)	07/02/24 - 13/02/24	01754462756
3	Dyeing Lab	5	Md.Monirul Islam Mullick (DGM Fabric)	14/02/24 - 18/02/24	01818428253
3	Dyeing	5	Md.Monirul Islam Mullick (DGM Fabric)	19/02/24-23/02/24	01818428253
4	Dyeing Chemical	3	Md. Simon Khan, (Asst Manager)	24/02/202 - 26/02/24	01744837324
5	CAD	5	Sajjad Rosul Seroje (Asst. Manager (CAD))	27/02/24-02/03/24	01728655662
6	Cutting	3	Md.Tariqul Islam (Asst.Manager Cutting)	03/03/24-05/03/24	01725878878
7	IE & Planing	2	Abu Bakkar DGM (Production and Planning)	06/03/24-07/03/24	01719089174
8	Printing	3	Md.Alfaz Uddin (Sr Officer Printing)	08/03/24-10/03/24	01720013342
9	Sewing	7	Shahidul Islam (APM Garments)	10/03/24-16/03/24	01712144926
10	Garments Finishing	3	Md. Soriful Islam (Manager Finishing)	17/03/24-20/03/24	01405993940
11	Sample/ Merchandising	3	Md.Enamul Haq (Asst Manager)	21/03/24-23/03/24	01721232571
13	Utility	2	Md.Fazlul Kabir (Manager, Utility)	24/03/24-25/03/24	01717142677
14	HRM	5	Md.Ruhul Amin (Deputy Manager HRM)	23/03/24-25/03/24	01611722904
15	ETP/ Environment	2	Md.Fazlul Kabir (Manager, Utility)	26/03/24-27/03/24	01717142677



Md. Rihul Amin
Deputy Manager (HRM)



Md. Rihul Amin
Deputy Manager (HRM)

Photo: 4

Caption: Forwarding Letter & Internship Schedule

Appendix: 4

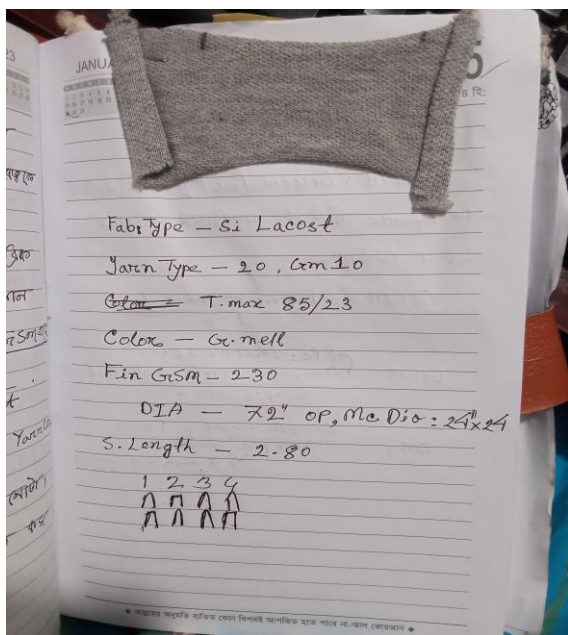


Photo: 5

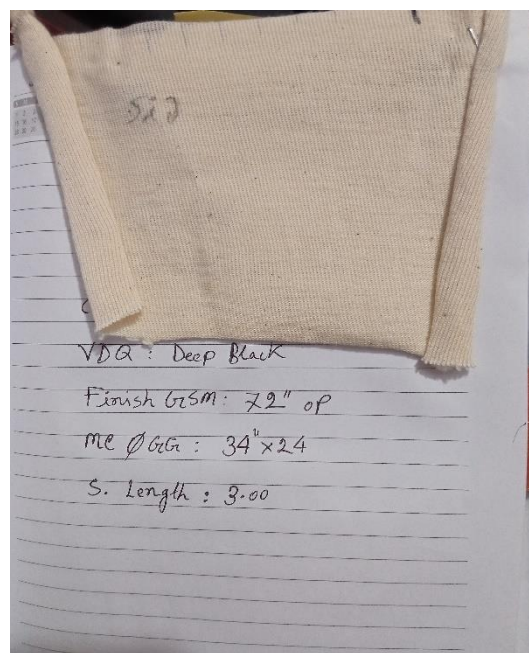


Photo: 6

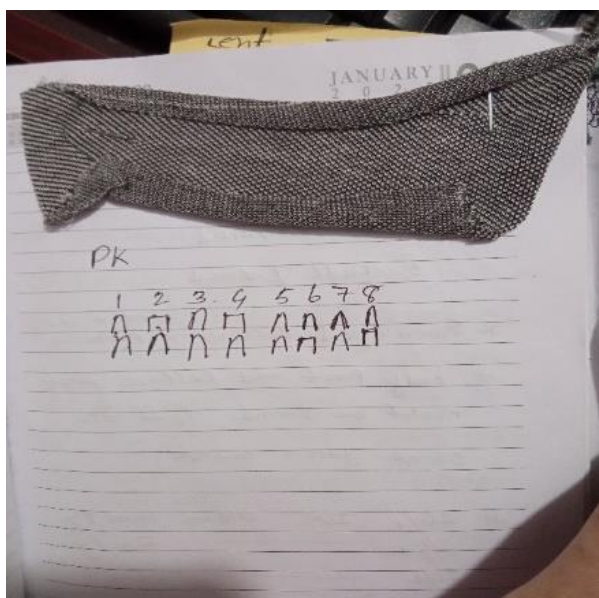


Photo: 7

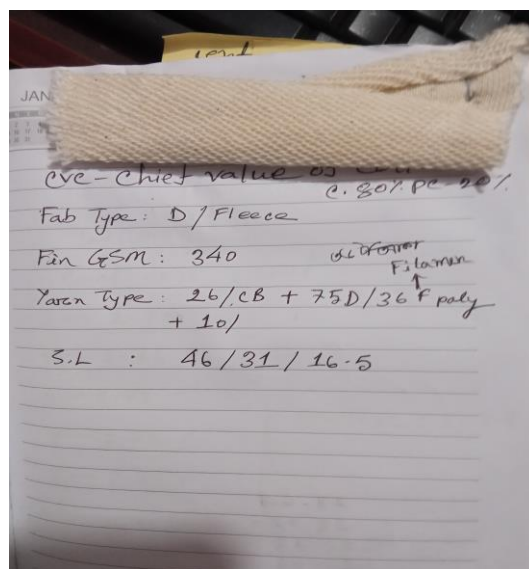


Photo: 8

Caption: Fabrics Sample & Construction

Appendix: 5



Caption: Certificate from Niagara Textiles Limited