



Daffodil
International
University

**Faculty of Business & Entrepreneurship Department of
Business Administration**

Internship Report on

“Merchandising Operations at J.K Shirt & Fabric Limited”

Course Title: Internship Report

Submitted by

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This report presented in partial fulfilment of the requirement for the
Degree of Masters in Business Administration (MBA)

Advance in Textile Management & Apparel Merchandising

LETTER OF TRANSMITTAL

November 25, 2025

To

Engr. Tanvir Ahmed Chowdhury
Assistant Professor
Department of Textile Engineering
Daffodil International University

Subject: Submission of Internship Report

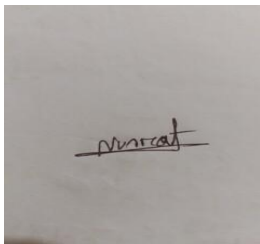
Dear Sir,

I'm pleased to submit my internship report entitled “ Internship Report on Merchandising Operations at J.K Shirt & Fabric Limited. ” This report is submitted as a part of the conditions for my academic program. The report summarizes my three- month internship experience, pressing my liabilities, the knowledge I gained, and the practical operations of retailing principles.

Throughout the internship , I received precious guidance from you and the entire retailing platoon. This occasion enabled me to observe and share in real- world retailing conditioning, which has enhanced my understanding of the vesture import assiduity.

I hope that this report meets your prospect. It also reflects my experiences during the internship period. I'm thankful for the occasion and also hope for your feedback.

sincerely ,

A photograph of a handwritten signature in black ink on a white piece of paper. The signature appears to be 'Nusrat' with a horizontal line underneath it.

Nusrat Jahan

ID: 242-14-039

Batch: 67th

Program: MBA

Textile and Apparel Management and Apparel Merchandising

Department of Business Administration.

Daffodil International University

LETTER OF APPROVAL

November 25, 2025

To

The Head

Department of Business Administration

Daffodil International University,

Birulia, Ashulia, Savar, Dhaka 1216

Subject: Approval of Industrial Attachment Report for MBA Program.

Dear Sir,

I'm writing to notify you that the internship report on “ Merchandising Operations at J.K Shirt & Fabric Limited ” ready by Nusrat Jahan, bearing ID242-14-039, has been finished and is now submitted for ultimate evaluation.

The whole report has been made based on proper investigation and rapid experience gained during the three- month internship at J.K Shirt & Fabric Limited. Thus, I kindly request you to accept this internship report and consider it for final evaluation.

Yours sincerely ,



Engr. Tanvir Ahmed Chowdhury

Assistant Professor

Department of Textile Engineering

Faculty of Engineering

Daffodil International University

Acknowledgment

primarily, I am grateful to Allah for giving me the patience, and **intelligence** to complete my internship, the report that goes with it. Without his blessing, this achievement would not have been possible.

I am also grateful to the people at J.K. Shirt & Fabric Limited for letting me do my internship in their Merchandising Department also want to thank my administrator, **Md Sazzadul Islam**, for all the help, **guidance**, and support. He gave me a **wonderful** difference in my education experience. His unique **discrimination** and **obligingness** to share what he knew helped me get through hard times in my career. I also want to recognize everyone in the Merchandising Department and other colleagues who welcomed me. My internship was not only fun but a useful trip because they all worked together.

I want to applaud my academic adviser, **Mr. Engr. Tanvir Ahmed Chowdhury**, for all the **apprentice** and support he offered me while I was in university. I'm also grateful to my family, friends for always being there for me and understanding me at this time.

I hope my report highlights the challenges I had. I would also **cherish** any constructive note that will help me get a better position in the future.

Abstract

This paper is all about my three months of experience in the Merchandising Department at J.K. Shirt & Fabric Limited. The report goes into immense detail regarding what I did during my internship and the things I learned. The internship aimed to offer the students practical exposure regarding the venture retailing process, thereby relating or linking their conceptual learning in school with the work they do in reality. To start with, the study introduces the company by discussing its profile, organizational structure, and valuable customers such as LCWAIKIKI, DEFECTO, EMERALD, SKIVA, and ECUFESHION. It talks about the aims and objectives of the internship, as well as learning of retail technique, sample developments, going, buyer communication, and evidence. A **picturesque** methodology has been used that includes **consciousness**, participation, **gathering**, and paper analysis to capture the required information. The report **proceeds** further into evolving on the job description, responsibilities, and continuous activities assigned to the interns. Detailed sections discuss various key retail operations such as development and approval of samples, order processing and follow-up, going, and record keeping. The report discusses some of the problems that occurred during the internship, for instance, multiple orders issues, force detainment issues, and how to make buyers follow the rules. Reading, writing, communicating, and problem-solving are also taught. Later on, recommendations have been provided regarding improving the efficiency of departments, including steps regarding implementing ERP systems and developing better training programs. The conclusion summarizes the whole experience and how it helped me to rise as a professional.

The goal of this paper is to give a full picture of how retailing works in the clothing business. Import assistance-a useful resource for scholars, academics, and professionals in the field.

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CHAPTER 1

INTRODUCTION

1.1. Introduction

The Ready-Made Garment Industry or RMG is the backbone of the economy of Bangladesh. Contributing more than 80% of the country's total import earnings and providing employment to millions of people. Among various segments of the garment industry, woven fabrics are a significant part in global vesture products, especially for shirts, trousers, and outerwear. Bangladesh has established itself as a leading exporter of woven garments due to its competitive pricing, professed pool, and adherence to transnational compliance norms.

Retailing is considered the heart of the RMG assiduity because it bridges the gap between buyers and manufacturers. It involves a wide range of conditioning, including sample development, raw material sourcing, going , product planning, quality assurance, and payload collaboration. Merchandisers assure that goods are supplied on time, with the right quality, and at the same time accepted price. Their part is pivotal for managing powerful buyer connections and icing the success of import operations.

This internship was accepted at J.K Shirt & Fabric Limited, a well- established woven garment manufacturer in Bangladesh. The purpose of this internship was to gain practical experience in the retailing process and to understand how theoretical generalities are applied in a real business terrain. During the three- month period, I worked in the Merchandising Department, where I had the occasion to engage in conditioning similar as sample running, order follow- up, communication with buyers and suppliers, and attestation.

The compass of this report covers an in- depth analysis of the retailing conditioning I was involved in, the challenges I faced, and the assignments I learned during my internship . It also highlights the functional practices of the woven garment assiduity, fastening on how a retailing platoon functions to meet the demands of transnational buyers like LCWAIKIKI, DEFECTO, EMERALD, SKIVA, and ECUFESHION.

1.2 Background of the Study

Academic literacy alone is n't sufficient to develop the professional capability needed in a moment's competitive business terrain. While theoretical knowledge provides the necessary foundation, its practical operation in a real organizational setting allows scholars to gain perceptivity into factual business processes, decision- timber, and functional challenges. This is why internships play a vital part in professional development.

Retailing, especially, is considered the most dynamic and grueling function within the vesture assiduity. It serves as the ground between buyers and manufacturers, icing that the right product is delivered at the right time, in the right volume, and at the right price. For scholars working towards. Business or cloth-related education, understanding retailing practices is essential in that it integrates basics of planning, going, concession, sourcing, quality control, and communication-all essential components of the ultramodern force chain operation. This research is based on my experience at J.K Shirt & Fabric Limited, one of the key woven manufacturers, garments in Bangladesh. The firm works with encyclopedically honored buyers similar as LCWaikiki, Defacto, Emerald, Skiva, and ECUFESHION, which demand strict Quality norms and on- time delivery. Working in such a terrain handed me with immediate exposure to transnational business practices and compliance conditions, areas that are infrequently covered in academic classes.

The purpose of this study is to validate and dissect the practical processes involved in retailing and to relate them to theoretical generalities learnt during my coursework. It also tends to identify the skills needed for effective retailing, the challenges faced in day- to- day operations, and the strategies espoused by the association to overcome them. By so doing, this Study aims to fill the gap in classroom literacy and assiduity in practice by providing Valuable insight for scholars, instructors, and practitioners interested in the venture and retailing sectors.

CHAPTER 2

COMPANY PROFILE

2.1. Company Profile

As a higher garment manufacturer in Bangladesh, J.K Shirt & Fabric Limited **professional** in producing woven apparel for global markets. The company has quite well established itself in the market with better-quality products and on time delivery following its establishment.

The company is advantageous in woven shirts, formal and casual wear, serving famous fashion brands like LCWAIKIKI, DEFECTO, EMERALD, SKIVA, and ECUFESHION. J.K Shirt & Fabric Limited is a delegated partner in the apparel export industry for its ability to handle big-scale production and customized product development.

2.2.Vision and Mission

- **Vision:** To achieve global identification as an apparel manufacturer by delivering best-quality products rooted in innovation and justifiable.
- **Mission:** To deliver world-class garments through adequate production processes, continuous development, and to follow ethics in business dealings.

2.3. Core Values

- Commitment to Quality
- Timely Delivery
- Ethical Practices and Obedience
- Customer delight

2.4. Product Range

J.K Shirt & Fabric Limited specializes in manufacturing a wide variety of woven apparel, including:

- Men's Formal Shirts
- Casual Shirts
- Ladies' Tops
- Pant

2.5. Production Capacity and Edifices

The company uses modern production units that are suitable with state-of-the-art machinery to assure smooth and continuous operations, permitting the production of quality products. It displays stringent quality control bulk from the sourcing of raw materials down to the complete product.

2.6. Major Buyers

- LCWAIKIKI
- DEFECTO
- EMERALD
- SKIVA
- ECUFESHION

2.7. Compliance and Certifications

J.K Shirt & Fabric Limited is compliant with international standards in the aspects of ensuring workers' safety, social responsibility, and sustainable environmental protection. It complies with various codes of conduct: BSCI, SEDEX, WRAP, and more, which give it the right to work with leading global buyers.

Maintaining an ideal balance between quality, capability, and compliance, J.K Shirt & Fabric Limited keeps reviving its position as one of the dominant woven garment manufacturers in Bangladesh.

2.8. Machinery

With the updated machinery, J.K Shirt & Fabric Limited can make woven garments effective. The latest technology helps preserve the company's quality and timely delivery. The machinery added cutting, sewing, finishing, and quality inspection tools.

About Our **MACHINE LIST**

SL NO	MACHINE NO	BRAND	MODEL NO	QTY	TTL QTY	UNIT	SL NO	MACHINE NO	BRAND	MODEL NO	QTY	TTL QTY	UNIT
1	PLAIN M/C (AUTO)	BROTHER	S 6200-A	138	138	NOS	15	BUTTON ATTACH	JUKI	LK-1903-AN	2	418	NOS
2	PLAIN M/C (AUTO)	BROTHER	S7000DD-403	100	238	NOS	16	BUTTON ATTACH	HIKARI		1	419	NOS
3	PLAIN M/C (AUTO)	BROTHER	S7100A-403	20	258		17	CHAIN STITCH 380	JUKI	MH-380 2NDL	8	427	NOS
4	PLAIN M/C (AUTO)	JUKI	8100B/-7	28	286	NOS	18	CHAIN STITCH 380	JUKI	MH-380 3NDL	8	435	NOS
5	PLAIN M/C (DLN)	JUKI	5410	4	290	NOS	19	FEED OFF THE ARM	BROTHER	DHT-9270	8	443	NOS
6	PLAIN M/C (DDL)	JUKI	8700	40	330	NOS	20	FEED OFF THE ARM	BROTHER	MO-9270 B	6	449	NOS
7	PLAIN M/C (DDL)	JUKI	8100	18	348	NOS	21	FEED OFF THE ARM	JUKI	1190	3	452	NOS
8	PLAIN M/C (DLM)	BROTHER	777-B-3	10	358	NOS	22	FEED OFF THE ARM	ZUSUN	CM 927	3	455	NOS
9	PLAIN M/C (DLM)	JUKI	5200	8	366	NOS	23	KANSAI	DFB	DFB SERES	8	463	NOS
10	BUTTON HOLE	BROTHER	HE-800- A	10	376	NOS	24	INTER LOCK	JUKI	MO 6716-S	22	485	NOS
11	BUTTON HOLE	BROTHER	HE-800-B	6	382	NOS	25	INTER LOCK	SURUBA	757 K716	2	487	NOS
	BUTTON HOLE	BROTHER	HE-800-B2	5	387		26	TWO NEEDLE	BROTHER	T-8420 L 003	4	491	NOS
12	BUTTON HOLE	JUKI	LBS-780	5	392	NOS	27	TWO NEEDLE	BROTHER (ANGOLAR)	T-8450 L 00 S	4	495	NOS
13	BUTTON ATTACH	BROTHER	BE-438F	16	408	NOS	28	BARTAG	JUKI	LK-1900AN	2	497	NOS
14	BUTTON ATTACH	BROTHER	BE-438FX	8	416		29	BARTAG	JUKI	LK-1900ASS	2	499	NOS

About Our **MACHINE LIST**

SL NO	MACHINE NO	BRAND	MODEL NO	QTY	TTL QTY	UNIT	SL NO	MACHINE NO	BRAND	MODEL NO	QTY	TTL QTY	UNIT
30	BARTAG	BROTHER	KE-430FS-0302	2	501	NOS	45	INTERLINING DISE M/C			1	534	NOS
31	BARTAG	BROTHER	KE-430FS-0302	1	502		46	FABRIC INSP M/C			1	535	NOS
32	FLAT LOCK	SUNSIR	SS-500 DILBI	1	503	NOS	47	COMPRESSOR M/C	ATLAS	3 HP	2	537	NOS
33	BELKO ATTACH	ONLEY	DW-2910A-HS	1	504	NOS	48	COMPRESSOR M/C	ATLAS	7 S KLO	1	538	NOS
34	HAND STITCH	GEMSY	GEM-8350-30	1	505	NOS	49	COMPRESSOR TANG			1	539	NOS
35	SANAP BUTTON			6	511	NOS	50	AIR DRYER			1	540	NOS
36	CUFF FORMING M/C	FIBLON		4	515	NOS	51	HIT CHAIN M/C			2	542	NOS
37	COLLAR FORMING M/C	FIBLON		4	519	NOS	52	BAN KNIFE			1	543	NOS
38	COLLAR CUTTING M/C	FIBLON		4	523	NOS	53	CUTTING M/C KM			5	548	NOS
39	COLLAR TERNING M/C	FIBLON		4	527	NOS	53	VACUM M/C			1	549	NOS
40	FUSING M/C	FIBLON	FA-700TY	1	528	NOS		OTHERS				138	
41	TOP FUSING M/C	NAGAI SHING	NS-8405	2	530	NOS		TOTAL				687	
42	LAVEL CUTTING M/C			1	531	NOS							
43	THREAD WENDER	HASIMA		1	532	NOS							
44	MATEL DETECTOR	HASIMA		1	533	NOS							

All machines endure regular maintenance to assure density in performance and quality of the products manufactured. The company cohere to preventive maintenance schedules and divest in machinery incline to keep abreast of international standards.

2.9. Technology Integration

Computerized design making and fabric cutting help the production process and support its perfection while reducing material despoil. The absorption of technology helps the company to enhance efficiency and deduct human error.

Equipped with a further machinery base, J.K Shirt & Fabric Ltd make high-quality woven garments to fill up the exacting needs of international buyers.

2.9. Manpower Analysis

Human resources play a crucial role in the success of J.K Shirt & Fabric Limited. The company trusts that skilled and experienced manpower is important in maintaining the production quality and buyer anticipation. Its organizational structure involves employees roaming from merchandising to manufacture, quality control, cutting, sewing, and finishing.

Workforce Composition

- **Merchandising Department:**
 - Merchandisers
 - Assistant Merchandisers
- **Production Department:**
 - Cutting Operators
 - Sewing Operators
 - Finishing Staff
- **Quality Control Team:**
 - Line Inspectors
 - Final Auditors
- **Support Staff:**
 - Storekeepers
 - Maintenance Technicians

2.10. Staff Strength

The company employs skilled and semi-skilled workers. Helpers and semi-skilled labor help with production. Skilled operators run unique machinery. Powerful HR policies assure adequate recruitment, training, and employee possession.

2.11. Training and Development

J.K Shirt & Fabric Limited has continuous training programs focused at upgrading technical skills and productivity among the employees by expanding quality awareness. Safety training and obedience awareness sessions also form a section of maintaining international labor standards.

The heart of every company is its workforce, and an expert team contributes much to fulfil timely deliveries along with maintaining coherent quality standards.

2.12. Hours of Work Policy

The systematic hours of work policy at J.K Shirt & Fabric Limited catch Bangladeshi labor laws and global buyer needs. The factory keeps up a regular schedule to maximize productivity without losing employee well-being.

Standard Working Hours

- **Regular Shift:**
 - 9 hours/day (8:00 AM – 5:00 PM)
 - Involving a 1-hour lunch and prayer break
- **Working Days:**
 - 6 days/week (Saturday to Thursday)
- **Weekly Off Day:**
 - Friday

2.13.Compliance with Labor Laws

J.K Shirt & Fabric Limited cohere carefully to labor law provisions on hours of work, overtime, and advantage for employees. Also, there are sufficient rest breaks and safe conditions for workers in order to save their health and productivity. In this context, a rational work schedule is balanced which allows for a prominent level of production efficiency, adjoining with employee blessedness, to help assure quality production and time to time delivery to customers.

CHAPTER 3

SCOPE OF THE STUDY

3.1. Scope of the Study

The purpose of this internship report encompasses exhaustive activity within the Merchandising Department at J.K Shirt & Fabric Limited. Retailing is a very significant function that links the buyers' conditions with the company's product abilities. The study takes over understanding the whole retailing process, involving buyer communication, sample improvement, going, order shadowing, and evidence. It concentrates on the real-world operation of retailing assumption skilled academically.

While the report centers on retailing, it does n't claw into other company areas similar as finance, mortal coffers, or product technology in detail, except as they relate directly to retailing tasks. The internship duration of three months handed sufficient exposure to learn functional workflows, challenges, and stylish practices within the retailing sphere.

CHAPTER 4

OBJECTIVES OF THE STUDY

4.1. Objects of the Study

The primary ideal of this internship was to gain practical knowledge and hands-on experience in venture retailing. The pretensions were designed to enhance my understanding of the merchandiser's part in the garment import assiduity.

General Objective

- To understand the practical workings and liabilities of retailing within a garment manufacturing company.

4.2. Specific objects

- To learn the procedures for handling buyer inquiries and sample development.
- To understand going and pricing ways used in vesture retailing.
- To distribute, as a way add to, and to condition product shadowing.
- To progress communication skills for specialised buyer and supplier commerce.
- Identifying different challenges that merchandisers meet and exploring implicit improvement.

CHAPTER 5

METHODOLOGY

5.1. Methodology

This report is established on a descriptive and investigative methodology throughout my internship at J.K Shirt & Fabric Limited. The original sources of data involve

- Observation: I obeyed conditioning in periodic retailing: sample operation, order handling, and buyer communication..
- Practical Participation : I helped in the arrangement of going wastes, follow-up on orders, and managing status reports.
- Interviews and conversations: I was having continuous discussions with my administrator and other members, which indeed brought sensitivity into retailing procedures and challenges.
- Document Analysis: A feedback of purchase orders, cost wastes, and finishing documents assist me know how to combine my understanding of retailing operations.

CHAPTER 6

MERCHANDISING PROCESS

6.1. Job Description

Throughout my three-month internship at J.K Shirt & Fabric Limited, I was employed as an intern merchandiser in the Merchandising Department beside the leadership and supervision of Mr. Md Sazzadul Islam. My internship gave me a chance to gather hands-on experience in the retail process of a woven garment manufacturing company. It also recognizes the important role that retail plays in linking their buyers, dealers, and product groups. As an intern merchandiser, my initial responsibility was to cooperate with the senior merchandisers in their daily activities to assist keep the steady flow of activity included in handling the imported orders. This work includes helping the retail group throughout all steps of the inventory cycle, starting with the main buyer inquiry and improving samples and confirming orders to product follow-up and final delivery. This provides me with a rich viewpoint of how the retail operations are accommodated in a fast-paced manufacturing environment. One of my major tasks was to keep and arrange order status logs. For that objective, it was necessary for me to hold a record of where each and every order was in its cycle: sample approvals, stages of each-pre-order product, delivery scheduling, etc. Record-keeping was very important to communicate effectively with the buyer and internal departments for helping detainments and ensuring deadlines were met. I also helped prepare going wastes by collecting data on material prices, labor costs, and outflow charges that help merchandisers provide accurate citations to buyers. This exposed me to the fiscal aspects of retailing and the importance of competitive pricing in winning buyer confidence.

I also assisted with sample development, where I coordinated with the product and quality control teams to ensure that the samples were satisfactory with buyers, and that they signed off on approval in a timely manner. During this process there was a lot of collaboration between suppliers, buyers and I. I did a lot of writing to suppliers and buyers either through e-mail, and/or phone to discuss conditions, and updates to specific situations, and solving issues. In turn, this also helped me to develop my people skills, as well as ability to negotiate, and deal professionally with possible buyers. I learned through this internship what merchandising looks like when juggling multiple timelines. For example, responding to delivery deadlines, quality issues, and coordination with other departments to come to a delivery condition that satisfies buyers while respecting the buyers quality condition and timelines. I learned a lot about what merchandisers deal with and how they can utilize their organizational and problem solving skills to get through them.

6.2.Responsibilities

The important liabilities during my internship as a merchandiser at J.K Shirt & Fabric Limited included:

- Coordinate with the design and product brigades to ensure samples were made according to the buyer's specifications and transferred in time for approval.
- Regularly connect with merchandisers to confirm stock situations, delivery schedules, and resolve any material-related issues to avoid detention of products.
- Collect and assay data on material costs, labor, and above to help determine accurate pricing for the buyer.
- Tracing the progress of orders-from pattern approval to payload-frequently refining reports to hold all relevant parties informed.
- Icing goods records are tracked, and quality norms are kept up. Foregoing products are packed.
- Help in the scheme of purchase orders, shipment papers, and other important documents to facilitate easy import operations.
- Managing purchaser communications expertly, either to update, clarify the conditions, nor resolve matters.

6.3.Daily Activities

Every day was different, as it included a collection of work that kept the workflow easy and effective. My usual diurnal routine involve:

- Checking and answering emails from buyers and suppliers..
- Simplify order tracking wastes and push any postponements or issues.
- gathering of cost data and sample reports to help the merchandiser.
- Cooperate with the demo room for time to time sample development.
- join meetings to talk about product status and forthcoming deadline.
- Managing paper for payload and icing all needed confirmations were in place.

6.4.Merchandising Process Overview

Merchandising is an important function in the garment import industry. It acts like the premise between the buyer's requirement and the producer's product abilities. It confirms that the garments make the product according to the buyer's specifications for the pattern, quality, quantity, and delivery time. Retailing is an efficient process comprising different steps that need to be managed with precision to fill-up the high prospects presented by international buyers. The process begins when a buyer gives an inquiry to the producer. The inquiry commonly includes details on issues like the garment pattern asked for, type of fabric, color, variety of size, quality norms, and order quantity. It is the merchandiser's accountability to diagnose the given details in order to envision whether the order can be successfully achieved within the period and allocation. When the inquiry has been reported, the merchandiser makes a detailed price quotation. The price quotation carries the cost of raw material such as fabric, trims, equipment, and also the worker charges, outflow charges, and high margin perimeters. Going is essential to quote an aggressive price while discovering a profit for the producer. The cost quotation is also executed to the buyer for confirmation.

With buyer confirmation, the sample development starts. The product group establishes samples of initial garments that are in keeping with the pattern and quality conditions of the buyer.

A merchandiser can nearly handle this whole process by connecting between the sample room, quality control and the buyer to assure that the samples comply with expectation. Any modifications important are conducted and implemented quickly. The order proof is finished after the buyer demands the samples, and this marks the starting of the order trial stage. The merchandiser starts the purchasing of raw material like fabrics and trims, working with

suppliers to assure that things get delivered on schedule. Goods schedules are projected to enhance workflow and assure that the payload final date is met. When products are being made the quality control team regularly checks the products to assure product norms are achieved and that the products are defective beforehand. However, a merchandiser is in continuous contact with buyers, suppliers, and internal departments. Effectual follow-up on the order's development and evidence such as Purchase orders, dispatching paper, and compliance equipment are paramount to help any postponement. The merchandiser works as the central point of contact. They deal with any issues that come up during the manufacturing period. Effective warning operation throughout the retailing procedure is another vital element. Merchandisers need to anticipate implicit issues, like material dearth's or product confinement, proactively and apply eventuality plans. Orders can be supplied on time, meeting the buyer's anticipations concerning quality, quantity, and cost.

6.5.Sample Development & Approval Process

Sample advancement and confirmation is one of the most challenging stages in endeavour retailing. It provides the applicable test of whether a product can be successfully produced to meet the buyer's requirement in terms of design, fit, quality, and functionality before striding to bulk product. This stage helps in minimizing crimes, reducing destruction, and making buyer confidence in the capabilities of the supplier. The merchandiser initially plays an important role at the beginning to coordinate between the buyer, the sample room, and the product brigades. Once the buyer places an original request, generally accompanied by a special package of detailed delineations, fabric specifications, and Measures, the sample room starts creating the proto sample. This proto sample is the first physical representation of the garment; it is developed precisely to reflect the buyer's design vision and specialized conditions. Once the proto sample is finished, it is sent to the buyer for consideration. The buyer's consideration includes several factors - how the garment appears on a model or mannequin, the type and quality of fabric, the subtlety of the colors, the stitching, the trims and the overall finish. The buyers are typically juxtaposing the sample against their brand standards and expectations for purchase. Considering the sample, it is normal for the buyers to ask for modification. These can be connected to fit, fabric, the placement of a design component, or other details. The merchandiser then prepares the revised product samples, known as fit samples, size sets or pre-production samples, with some or all of these modifications and sends them to the buyer for their consideration. The approval and modification process of the sample is repeated until the buyer is wholly satisfied and has signed off on their final sample. This Approval is important as it provides the standard for mass product. The merchandiser ensures that All approved samples are then easily proved and communicated to the product and quality control brigades. Effective collaboration and crystal communication are necessary during this process to avoid detainments. Detainments in sample approval can produce backups that impact the entire Product timeline and peril delivery deadlines. Thus, merchandisers prioritize timely follow- ups. Along with the sample room and buyers to expedite approval. Final sample approval can also enable the quality control department to prepare detailed Rosters of Examination aligned with the buyer prospects. Meanwhile, the product platoon uses the Approved sample shall serve as the

reference for material procurement, slicing, sewing, and finishing processes. icing thickness between samples and bulk products is of prime importance in maintaining quality norms and meeting buyer's conditions.

6.6.Order prosecution & Follow- up

The merchandiser starts order prosecution after entering final approval on samples and evidence of the order from the buyer. At this point, detailed planning and constant observing take place in order to assure that product and delivery targets are gained. The merchandiser makes a Time and Action (TNA) schedule detailing all crucial points such as raw material buy, cutting, sewing, finishing, quality checks, and deadline. Raw materials and trim are organised from dealers as per confirmation specification detention in material acquisition can lead to disturbance. Therefore the merchandiser practically follows up with suppliers to keep up schedule adherence. The product team receives command and product targets, while the merchandiser continuously checks the improvement via meetings, product reports, and plant visits. Quality control inspections are listed at diverse stages to assure that compliance with buyer norms is noticed. The merchandiser manages regular communication with the buyer, furnishing updates and handling any enterprises carefully. If detention or quality is an issue, remedial actions are cooperated instantly to minimize impacts. Effectual Follow-up in this stage is very important for on-time payload and consumer satisfaction; it takes powerful organizational and challenges-working skills.

6.7.Communication with Buyers & Suppliers

Communication forms the heart of profitable retailing. The merchandiser must have maintained clear, skilfull, and timely communication with buyers as well as suppliers to grease easy operations. With buyers, communication involves the swapping information on the status of the order, confirmation of samples, time for payloads, and problems that may occur. Emails will be the main tool, but calls and virtual meetings could also be necessary. The merchandiser must ensure that all buyer queries are answered directly and immediately, building trust and therefore long-term relationships. In the case of communication with suppliers, it covers the attestation of fabric and neat vacuity, price negotiation, cataloging of deliveries, and resolution of problems related to the product. Merchandisers interact with several suppliers to ensure raw accoutrements meet prospects both in quality and delivery. Communication should be done artistically, clearly, and professionally. Miscommunication can lead to costly crimes, detainments or dissatisfaction, hence merchandisers have to be visionary and detail-acquainted.

6.8.Costing & Pricing Basics

Costing is the procedure of computing the overall charges involved in making a garment. costing decidedly , maintaining profits, and dealing with end users require proper costing. Material, tidy, instrument, worker, washing and finishing, overhead, and profit rates make

garment costing. Cloth costs are a major part of overall costs, and fluctuations in instrument prices can significantly impact overall costs. The merchandiser works nearly with the finance and procurement departments to collect accurate data for each cost element. They make complete cost wastes outlining all charges. which provide the base for price citations to consumers. An efficient going procedure helps the company be dynamic while icing fiscal renewables. Merchandisers should consider buyer requirements, request conditions, and allowance.

6.9.Documentation & Report Preparation

Suitable attestation is very important to assure translucency, trackability, and compliance in retailing operation. Merchandisers are accountable for making, organizing, and maintaining important documents all over the order life cycle. Critical documents involve purchase orders, sample confirmation letters, going wastes, checks, quilting catalog, shipping bills, and inspection reports. These documents help internal shadowing and convince buyers and nonadministrative conditions. History and reports assure easy prosecution of orders and payload. Arguments that may arise are also more smoothly solved. Inspection and quality assurance procedures are also helpful. I make status reports, streamlined order tracking wastes, and arranged payload affirmation. which assists me appreciate the significance of attention to comprehensive and systematic record-keeping in retailing.

CHAPTER 7

EARNINGS, CHALLENGES AND RECOMMENDATIONS

7.1. Key Learnings

- I prepare a clear and elaborate sapience into the entire retailing process-from initial buyer query, sample expansion, going, order details, to payload. It showed me how each and every stage is attached and essential in itself for on-time and establishing order completion fulfillment.
- Among good relations between buyers, suppliers, and internal brigades, I discover how to talk professionally and effectively. Managing buyer queries, bargaining with suppliers, and cooperation with product needs and timely communication at all times greater my interpersonal skills.
- I learned realistically how to make going wastes by calculating fabric, trims, worker, and running costs. I came to know the significance of delicacy in going, which assisted me to realize that factors are connected to pricing competitiveness and profit perimeters-important factors in managing good relations with buyers.
- Managing order status documentation. Also assisting with other documentation, like buying orders, shipment evidence, and compliance instruments, gives me naturalistic exposure to the executive part of retailing. This experience emphasized the significance of detailed record-keeping and timely documentation in import operations.
- The quick pace of the retailing department needs the capability to effectively multiple task samples, going updates, a buyer dispatch - not to indicate meeting a strict final date. This clearly helped my improvement of prioritization while working and overall capability to perform under stress.

7.2.Challenges Faced

- Throughout my internship at J.K Shirt & Fabric Limited, I met common challenges in the dynamic garment retailing industry.
- Managing different orders at different stages coincidently was a main challenge. Sample development, product, quality checks were scheduled for any order. Handling the conditioning and meeting the final date need powerful organizational skills and careful attention to detail.

- Periodically, detainments in the emptiness of fabrics, trims, or accessories from suppliers affect the product timetable. These detainments generate pressure to adapt product plans and communicate modified timelines to buyers. Learning to manage those ambiguities and modify backup plans was tough.
- Multiple buyers have complicated requirements for product specifications, quality level, and ethical obedience. Understanding these needs straightway, basically when you are working with different buyers who might have multiple standards, including accurate observation and ongoing communication with the retailing and audit teams.
- Established retailing depends on seamless cooperation between departments including product, quality control, sourcing, and shipping, icing on time swap information and deciding any interdepartmental issues was grueling , basically when critical sentiments were demanded to aid detainments.

7.3.Observations on Industry Practices

Throughout my internship at J.K Shirt & Fabric Limited, I observed different critical assiduity practices that provide for the success of retailing operations in the garment import sector.

- The company places great significance on managing strict quality norms at each and every product stage. Compliance with international worker laws and buyer conditions assure that products meet international request prospects and helps create long- term trust with buyers.
- Clear and transparent communication between buyers, suppliers, and the internal team is important. Continuous updates, prompt responses, and effective cooperation help misunderstanding and detainments, which are dangerous in a deadline- driven diligence.
- The company manages detailed records, several of its processes are carried out by hand, such as order shadowing and documentation. This periodically leads to detainments and violent crimes. The introduction of computerized systems could incredibly improve workflow persuasiveness and delicacy.
- The merchandiser has to keep checking out for sample confirmation, material delivery, and product progress. An imaginary operation helps recognize implicit issues beforehand, consequently allowing timely beneficial conduct that ices smooth order implementation.

7.4.Recommendations

Based on my experience during the internship, I recommend the following methods to improve the effectiveness and overall company performance:

Apply an Combined ERP System for Real Time Tracking:

Adopting an Enterprise Resource Planning(ERP) system would allow automated, real- time monitoring of orders, force, product, and payload. This would reduce various crimes including homemade crimes, ameliorate translucency, and speed up decision- timber.

Operate Regular Training on going and concession skills:

Conducting regular training programs for merchandisers on trending methods and techniques will help improving supplier and buyer relationships

Maintain reserve Stock to reduce lead time pitfalls:

This can help mitigate delay caused by supplier issues and thus continued proper product inflow.

Better Communication Channels among departments:

Better communication platforms include regular meetings and collaboration between departments and reduce delays or malfunctions.

CHAPTER 8

CONCLUSION

8.1. Conclusion

In conclusion, my internship at J.K Shirt & Fabric Limited has provided me with large insight into venture retailing. During these three months, I know about merchandisers' multiple roles and tasks, which bond the gap between buyers and the product bottom. Now, I can involve my institutional hypothetical generalities to this authentic-world view. I realized established garment import orders need significant processes such as sample development, order identification, and buyer communication. These proficiencies taught me how to manage time and collaboration across departments under a tight schedule. This experience concentrates on issues focused on wholesale professionals. Like handling so many orders, tackling force chain detainments, meeting strict buyer requirements, etc. I have learned from these problems that discipline, clear communication, and vision are carrying out smooth operations. I also learned that attestation and record-keeping are critical for transparency for buyers and other nonsupervisory authorities to check. The experience also enhanced my compliance awareness.

J.K. Shirt & Fabric Limited provided a probative literacy landscape, and my administrator and colleagues guided me. I believe this internship will help me in my career and drive me to keep learning and contributing to retailing. It made me enjoy hard work even more and my determination to perfection in all future trials.

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