An Internship Report on

"Financial Performance Analysis on Envoy Textile Ltd"

Submitted To:

Dr. Nurul Mohammed Zayed

Associate Professor

Department of Business Administration

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Daffodil International University

Submitted by:

Ariful Islam Emon

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Major-Finance

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Letter Of Submission

Date: October 26,2025

To
Dr. Nurul Mohammad Zayed
Assistant Professor
Department Of Business Administration
Faculty of Business and Entrepreneurship
Daffodil International University

Subject: Submission of Internship Report

Dear Sir,

With all due respect, I am happy to submit my internship report titled, **“Financial performance Analysis of Envoy Textile Limited”.** This report is part of what I need to do to finish my Bachelor of Business Administration (BBA)program with a major in Finance at Daffodil International University.

This report reflects the knowledge and pragmatic experience I’ve gained during my Internship at Envoy Textile Ltd. Throughout the period , I was able to observe company’s working capital management, cost management, fund management & fund transfer process, VAT-Tax management, Export-Import Process, Denim and Spinning Production Process, Chemical & General Store management and procurement process, Fire Training for new joiner.

I Sincerely thank you for your precious guidance and feedback throughout making this report. I genuinely hope that the report meets all the required criteria and serves its academic purpose.

Thank you for your supervision.

Sincerely yours

Ariful Islam Emon

ID:221-11-1543

BBA, Major in Finance

Department of Business Administration

Faculty of Business and Entrepreneurship

Daffodil International University

LEED Certified™ Platinum 2016

Letter Of Appreciation

15th October,2025
Ariful Islam Emon
Intern
Finance Division
Envoy Textile Ltd

Dear Ariful,

On behalf of the entire team of Envoy Textile Ltd, I would like to express our sincere admiration for your outstanding efforts in the workplace. We appreciate everything that you have done over the past several months since you have joined us. The endless hours you have spent working here, and the professionalism you have shown has motivated the entire management team immensely.

We pride ourselves on your hard work and dedication to making every critical project a great success. As always, I encourage you to keep up the excellent work, and we will continue to support your growth and development within the company.

Thank you once again for all your contributions.

Best regards,

Md. Moazzam Hossain
Senior Manager
Finance Division
Envoy Textile Ltd

Envoy Textiles Limited

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FACTORY : Jamirdia, Bhaluka, Mymensingh, Bangladesh, Phone : 0682-555037-40, Fax : 0682-555008
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www.envoytextiles.com

Letter of Approval

This is to confirm that the report titled **"Financial Performance Analysis on Envoy Textile Ltd"** is prepared by **Ariful Islam Emon**, ID: **221-11-1543**, and submitted as part of the requirements for the completion of Bachelor of Business Administration (BBA) program, majoring in Finance, at Daffodil International University.

After being thoroughly reviewed, this report has been approved as an authentic and complete record of the student's internship work. The whole report has been completed under my supervision and meets all the academic requirements and standards set by the department of Business Administration.

I hereby recommend this report for submission and acceptance.

____

Dr. Nurul Mohammad Zayed

Associate Professor

Department of Business Administration

Faculty of Business and Entrepreneurship

Daffodil International University

Email: zayed.bba@daffodilvarsity.edu.bd

Student Declaration

I, **Ariful Islam Emon**, ID:**221-11-1543**, a student of the Department of Business Administration (BBA) at Daffodil International University, Majoring in Finance, hereby declare that the report titled "Financial Performance Analysis on Envoy Textile Ltd" has all written by myself under the supervision of **Dr. Nurul Mohammad Zayed**, Associate Professor, Department of Business Administration, Daffodil International University.

The whole report is based on my internship experience at Envoy textile Ltd. All the financial data and company overview presented in this report have been collected and compiled with the utmost accuracy.

I also declare that the report was not previously submitted to any other institutions except for Envoy textile Ltd as they require it for their record. I take full responsibility for this report, and I confirm that all the information that is provided is true according to my knowledge.

Ariful Islam Emon

ID:221-11-1543

BBA (Major in Finance)

Department of Business Administration

Faculty of Business and Entrepreneurship

Daffodil International University

Acknowledgement

First and foremost, I am profoundly grateful to the Almighty Allah for granting me the opportunity, patience and courage to successfully complete my internship and prepare this report.

I would like to express my gratitude to Envoy Textile Ltd for giving me the valuable opportunity to complete my finance internship in such dynamic and professional environment.

I am grateful to Mr. Mohammad Moazzam Hossain, Senior Manager, Finance Division at Envoy Textile Ltd, for providing me with his continuous guidance, support and rectification on my trial and error throughout my internship period.

I enhanced my gratitude to all my colleagues and mentors at Envoy Textile Ltd who gave me their warm welcome and generously shared their expertise without parsimony and continued their support and guidance till the end which smoothed my internship journey and enlightened me with the pragmatic aspects of corporate finance and accounting.

Besides, I want to thank my family from the depth of my heart for always backing me up, cheering me up.

Finally, I would like to thank my Academic Advisor, Dr. Nurul Mohammad Zayed, Associate Professor, Business Administration Department at Daffodil International University, for your concise suggestions and constant feedback helped me a lot while I was working on this report.

Ariful Islam Emon

ID:221-11-1543

BBA (Major in Finance)

Department of Business Administration

Faculty of Business & Entrepreneurship

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Executive Summary

This report "Financial Performance Analysis on Envoy Textile Ltd" is based on my three months internship in the factory and corporate office of Envoy Textile Ltd. The main target of the internship was to face pragmatic experience of how financial activities are done in corporates.

I did different types of tasks related to finance like bank reconciliation, prepare vat challan, prepare journal, advance adjustments, C&F adjustments, prepare petty cash vouchers also work at the factory. This work and responsibilities helped me to blend with people from different units and departments, which helped me to view how production of sales processes is going and what role finance division is playing.

In this report I analyzed and demonstrated company's overall performance of last five years in ratio analysis method. Moreover, I highlighted the challenges I've faced during the internship and my observations on Envoy Textile Ltd, based on those observations' suggestions were made.

This internship helped me learn more about my academic learnings like Letter of Credit, Vat-Tax, fund collection, cost reduction, along with the knowledge from other sectors like textile, marketing, supply chain, audit, commercial, R&D. Before the internship these were only theories for me which I learned from books, but here I got to practically experience and got the chance to partially apply those theories.

Overall, the internship was the bridge between my academic learning and how I use those in corporate life.

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Chapter 1 : Introduction

1.1 Background

Internship is considered as a course at Daffodil International University. They Focus to provide Students the opportunity to use their academic wisdom in real-world job sector. The report, "Financial Performance Analysis" is based on my three months internship in finance division at Envoy Textile Ltd.

This study aims to analyze and understand Envoy's overall financial performance along with maintaining all international standards, government's rules and regulations, worker's medical-insurance and other facilities along with maintaining corporate social responsibility.

As a Finance major student, I found that envoy Textile ltd is very few of those companies in Bangladesh which is unlike other companies process its operations very organized and systematic way. And it is renowned for being the world's first LEED Platinum certified denim manufacturing facility, a leader in sustainable denim production, and the first denim mill in Bangladesh to use rope-dye technology.

Besides, in these three months of internship, I found very similarity with the organization's financial operations (accounts, costing-budgeting, fund management, vat-tax) extremely related to my curriculum of Business Administration. This Report not only highlights my internship experiences and responsibilities but also evaluates my perception of Envoy Textile Ltd.

1.2 Statement of the problem

During my internship I've noticed that this organization does not allow any government holidays, which demotivates employees and affects employees' productivity and efficiency.

1.3 Objectives

Broad Objective

The Broad Objective of the report is to analyze financial performance of Envoy Textile Ltd.

Specific Objectives

The specific objectives of this report are:

- To evaluate the profitability and growth trends of Envoy Textile Ltd.'s financial performance over the years through profitability ratios.
- To assess ETL's liquidity and ability to fulfill short-term obligations through liquidity ratios.
- To identify the efficiency and utilization of assets through turnover ratios.
- To determine long term solvency through leverage ratios.

1.4 Methodology

To make this report data has been collected from secondary sources.

I. **Secondary Data:**
   - Official Website of Envoy Textile Ltd and Annual report, (2019-2024)
   - Other Related files, journals and publications.

1.5 Limitations

This report was prepared with my utmost effort

1. **Limited Access to data:**

   Since financial Activities are most essential and confidential to a company. I could not get access to all required data that limited the depth of my analysis.

2. **Limited Time to Access Data:**

   Only Three months internship period is comparatively short to discover every aspect, and my analysis is limited to the task and data given to me.

3. **Limited time to supervise:**

   Due to assigned sir's busy schedules, there was limited time and opportunities to bestow their knowledge and guidance upon me. Besides, some respective officer's jobs were so complicated or confidential that I was unable to retrieve them.

4. **Legal Bindings:**

   Due to legal obligations, some data was so sensitive to access, which led the analysis to forcefully work on available published data and limited sources.

Chapter 2 Company Overview

2.1 Overview of the company

Envoy Textile Ltd started in 2008. It is known as the first LEED Certified Platinum Denim Manufacturing Facility in the world. The plant is in Mymensingh, Bangladesh, and it has its own weaving and spinning facility. It covers a huge area of 45 acres. This manufacturing company is 100% export-oriented and began doing business in 2008. In 2012, it became a Public Limited Company. Envoy is the first denim factory in Bangladesh to use Rope Dyed Technology. It can make 4.5 million yards of denim every month. As a backward integrated facility, Envoy has its own spinning facility that can make 70 tons of yarn every day.

Envoy Textiles uses eco-friendly methods to make its products, such as using fibers from sustainable sources like Organic, PCW, BCI, and others. The Ozone finishing process reduces the impact on the environment, the Aero Finish process makes the fabric more durable and stretchier, the state-of-the-art Effluent Treatment Plant (ETP) saves 100 million liters of natural water every year, the E-Lab has eco-friendly Laser and Ozone Wash machines, and there are many more. Envoy Textiles also cared about the well-being of its employees and did things for the community. This is the first of its kind to be built in the country.
The government of Bangladesh has honored Envoy Textiles many times, including with the National Export Trophy 11 times, the President's Award for Industrial Development in Bangladesh, and the Highest Taxpayer Award, [Envoy Textiles LTD. (2025)].

2.2 Mission, Vision and Values of the Company

Vision

To Become the most trusted denim manufacturer in the world through product innovation and efficient management

Mission

To achieve global dominance, through:

- Excellence in product quality.
- On time delivery.
- Diversifying products through continuous product innovation.
- Focusing on cost effectiveness
- Customer satisfaction

Values

ETL values most for the people it works with. The company strives to train, motivate and encourage them to take greater responsibilities to become outstanding performers and to conduct business with utmost sincerity & integrity in the most ethical manner. The team works hard to ensure that it makes the world a better place for future by conducting the business in an environmentally friendly manner. Recognition of employees, commitment to customers, service providers and business associates is the principle that ETL upholds.

2.3 History and Current Operations

History

2008

Envoy Textile Limited started its commercial operation capacity of 2 million yards per month

2009

Envoy Textile Received Their First National Export Trophy from Bangladesh Govt

2012

Envoy Textile Limited Enlisted in Dhaka Stock Exchange as a public limited company. The shares of the company are being traded in stock market as 'A' category with low volatile rate and with the credit rating as AA2.

2016

United States Green Building Council, USA awards Envoy Textiles, as the World's first LEED certified Platinum Denim Manufacturing mill.

2017

Envoy Textiles Limited achieves 1st position in best Corporate Award from ICMAB

It's spinning production capacity 55tons of yarns per day.

Adds latest sustainable technology such as ozone Finishing machine, aero finishing laser wash, E-lab.

2018

Envoy Textiles Limited receives president's Industrial Development Award, National Award from ICSB, GREEN FACTORY AWARD from BGMEA.

Honored as one of the highest corporate Taxpayers by BD Govt.

Receives National Productivity & Quality Excellence Award.

International COC (Code of Conduct) Complied

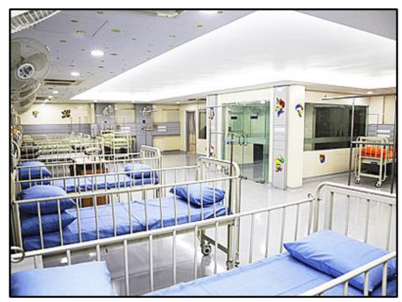
- BSCI (Business in Social Compliance Initiative)
- BEPI (Business in Environmental Performance Initiatives)
- ICS (Initiative Compliance Sustainability)
- ALLIANCE for workers

Current Operations

Envoy Textile Ltd.'s current operations are,

- Product focus-On the sustainable production of high-quality denim.
- Backward integration-Operates its own spinning unit to produce yarn, with a capacity of around 65-68MT per day.
- Production capacity-54 million yards annually.
- Tech-Pioneered rope dyeing technology in Bangladesh and uses eco-friendly machinery
- Water recycles-It has Effluent Treatment Plant (ETP) that saves 100 million liters of water annually.
- Energy has also reduced greenhouse gas emissions, natural gas, steam, and electricity consumption.

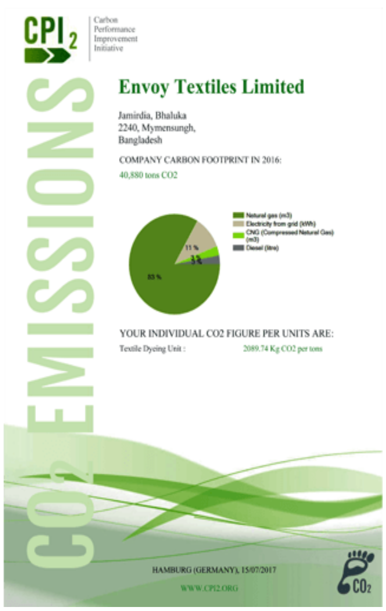
CSR

1. Sponsor of Pediatric HDU at Burn Unit of Dhaka Medical College Hospital
2. Work opportunities for disabled people.
3. Paying Salaries to the nominee of victim, died in major fire incidents at a garments factory.
4. Campaign of tree plantation in school.
5. Installation of bird nest.
6. Hosting industry visit for students.
7.Arrange Awareness Program for Dengue Prevention, fire prevention, corona virus.
8. Art Competition for Factory Neighborhood Children
9. Financial support for Special Patient at Dhaka Medical (Tree Man Disease)
10. Financial support for Accident in Other Concern, Natural Disaster.
11. Effluent Treatment Plant
12. Ecological Contribution

Certifications

- LEED (Leader in Energy & Environmental Design) Certified Platinum
- OEKO Tex Standard 100 Certified.
- Organic 100 Cotton Standard Certified
- Organic Blended Content Standard 2.0 Certified
- Global Organic Cotton Standard 5.0 Certified.
- Global Recycled Standard 4.0 Certified.
- Recycled Claim Standard 2.0 Certified.
- ISO 9001:2015 Certified
- ISO 14001:2015 Certified
- CMIA (Cotton Made in Africa) Certified
- BCI (Better Cotton Initiative) Certified
- CPI2 (Carbon Performance Initiative) Certified
- Authorization to use USTERIZED Trademark



Corporate Awards

- LEED Certified Platinum, by United States Green Building Council (USGBC), USA
- President's Award for 'Industrial Development'
- 11 times winner of National Export Trophy by Bangladesh Government.
- National Environment Award by Honorable Prime Minister of Bangladesh
- 3 times winner of National Award by Institute of Charter Secretaries of Bangladesh (ICSB)
- Best Corporate Award by Institute of Cost & Management Accountants of Bangladesh
- HSBC Bank Export Excellence Award
- Highest Corporate Taxpayer Award by National Board of Revenue.
- Carbon Performance Improvement Initiative (CPI2) Factory Award.
- Highest Regular Electric Bill Payer Award by Bangladesh Rural Electrification Board
- LEED Green Factory Award by Bangladesh Garments Manufacturers and Exporters Association (BGMEA)

Projects, Measuring tolls & Commitment

- HIGG Index
- PACT (Partnership in Cleaner Textiles) participant
- ZDHC (Zero Discharge of Hazardous Chemicals) Contributor
- PURE Project
- YESS (Yarn Ethically & Sustainably Sourced) participant
- DETOX Commitment

International Clients:

Chapter 3 Internship role and responsibilities

3.1 Roles and responsibilities

Role

Intern-In Finance Division

Responsibilities

During my Internship I was assigned to,

- Bank Reconciliation and record in excel
- Mushok 6.3 Entry for VAT audit
- Prepare Top Sheet for party payment
- Record Petty cash expenses in excel
- Prepare Petty cash voucher manually
- Prepare and record journal in Tally
- Prepare Advance Voucher Journal Entry (manually)
- Record & Adjustment against Advance purchase
- Record & Adjustment against C & F bill
- Identify Headlines according to voucher and supporting paper whether it is asset or expense or liability.

3.2 Rational of these Roles and responsibilities

My assigned responsibilities in finance division were directly related to the organization's prior activities. Recording journal, preparing party payments, bank reconciliation, preparing MSO, fund transfer.

This coherent involvement gave me pragmatic experience of how different departments work together as one to execute the operation from producing or importing raw materials to delivering the final product to clients.

3.3 Example of the task

- Recorded journal of purchases and expenses.
- Prepared top sheets of party payments.
- Recorded petty cash expenses.
- Recorded vat challan for vat audit.
- Reconciliated the transactions between banks and company
- Withdraw Cash by issuing check and depositing cash.

Chapter 4 Key Learnings and Experiences

4.1 Connection with academia

It was a great opportunity for me to apply my academic knowledge and learning through training and assigned tasks by the company. In this Internship journey the practices I can relate to my academic learnings are:

- Bank Reconciliation
- Income Statement, Balance Sheet
- Journal, Ledger
- Vat-Tax
- Fund Transfer & Fund collection
- Letter of Credit
- Inventory

4.2 Important Learnings

During my internship, along with the academic practices I was also able to learn and get to practice some technical skills and soft skills

- **Communication Skills:**
  In my internship period, I had to communicate with managers, senior managers, deputy managers, workers in order to learn about the production procedures of denim and spinning unit, machines, chemicals, inventories, fabrics, yarns, dormitory, ETP in factory along with financial activities in corporate office.
- **Report Analysis:**
  To analyze and learn I had to go through Annual reports and other financial documents which enables my understanding of those financial activities. Understand proper documentation of procurement for audit.
- **Adaptability:**
  With a friendly work environment and helpful coworkers helped me to learn new technologies, financial terms as well as textile and supply chain related work.
- **Time Management:**
  Completing assigned tasks before deadline, attending office in time and leaving office in time help me to develop a crucial skill in my life. Managing time in everything helps me to get things done properly and accordingly.
- **Technical Skills:**
  During this internship, I had to work in Excel, Tallyprime, Kandaree. Only if we talk about excel it has a lot to learn and practice. Though I was only able to learn which was included in my part of work.

Chapter 5 Critique and Reflections

5.1 Critical Evaluation

My internship with Envoy Textile Ltd was great experience and enriched my real-life insights of corporate sector.it helps me to see overall an organization's structure, strategies and how it operates. Often, I find some tasks are extremely complicated for me at my level of knowledge and experience which limits my in-depth study and analysis.

5.2 Key Challenges

- Since all officers and colleagues are busy with their work, meetings and training sessions sometimes it was hard to manage time and coordinate with them.
- Though respective sir explained their part of job and assigned tasks for practical knowledge, I was unable to capture all the learnings because of my shallow knowledge about textiles, supply chain, machines and IT.
- Since my background was not textile engineering or other at first, I was unable to recognize machine's name, chemical's names, fabric's-yarn's name whether it was asset or expense or any other financial terms when I was preparing journal.
- Even though I was working in finance division some real-life finance work was beyond my theoretical knowledge and rigorous than the academic learnings

5.3 Learning from challenges

- I have managed to work with them according to their free time.
- Took notes whatever they explained to me then which part didn't get I asked them directly or learned from google or AI.
- Coherently work on same task and mentor's frequent guidance and corrections helped me to overcome the challenges.

5.4 Financial Performance Analysis

Financial Performance Analysis is a key tool for evaluating the profitability, efficiency, liquidity, long term sustainability of a company. Here's I am showing the evaluation of the financial performance of Enoy Textile Ltd by using Ratio analysis method. This Analysis is based on the annual report of the company for a particular period, [ENVOYTEX.BD. (2025)].

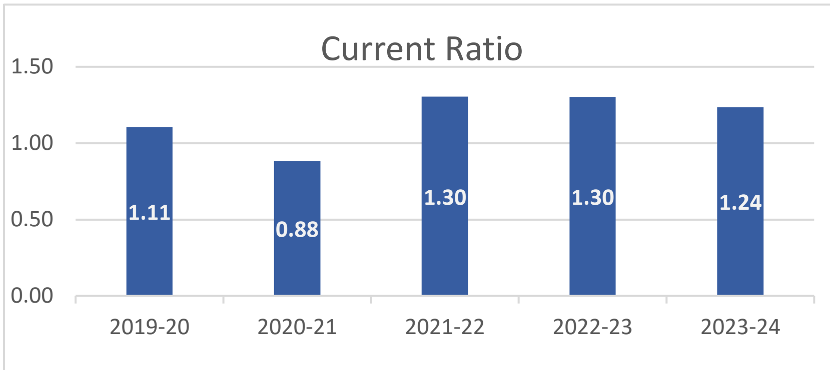
5.4.1 Ratio Analysis

A. Liquidity Ratio

1.*Current ratio =Current Assets /Current Liabilities*

Years	Current Assets	Current Liabilities	Current Ratio

2023-24	11641.63	9422.33	1.24
2022-23	10280.96	7896.09	1.30
2021-22	9314.29	7144.05	1.30
2020-21	8141.72	9216.49	0.88
2019-20	7162.02	6473.75	1.11



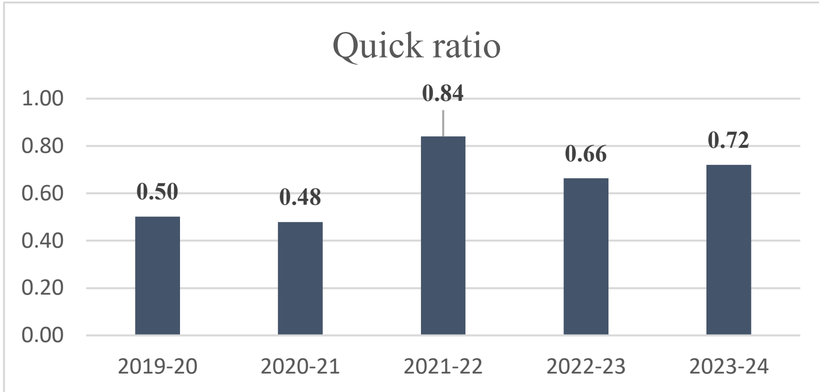
Interpretation:

The objective of calculating current ratio of the company is to measure the ability of the company to meet its short-term obligations.

In the chart, the calculation shows that the current ratio >1 during the four years out of five, which reflets that company can pay off short term liabilities. Though in 2021, during covid 19 ratio<1. Over the years it increased and reached highest value of 1.30 in the year 2022 and 2023. However, it slightly declined to 1.24 in the last year, [Zachariah, S. E. (2021)].

2.*Quick Ratio= Quick Asset/Quick Liability*

Years	Quick Asset	Current Liability	Ratio
2023-24	6789.13	9422.33	0.72
2022-23	5236.02	7896.09	0.66
2021-22	6004.11	7144.05	0.84
2020-21	4417.69	9216.49	0.48
2019-20	3250.83	6473.75	0.50



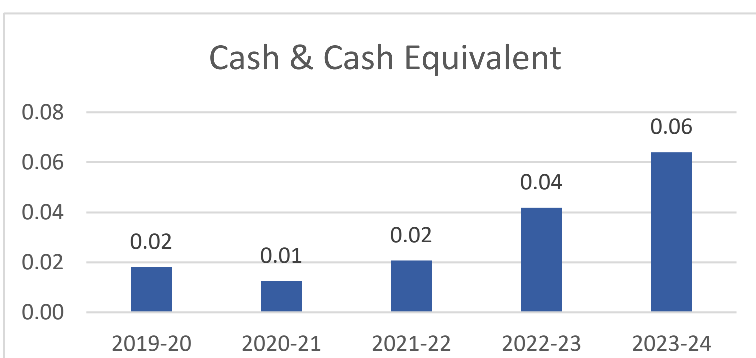
Interpretation:

Quick ratio indicates whether the firm can pay its current liabilities within a short period.

In the chart, it shows that the first two years 2020 and 2021 were comparatively lower then it increased to the highest in 2022 which was .84 and lowest 0.48 in 2021 then it again degraded in 2023 but slightly grow in 2024 which was 0.72. Though all mentioned years' quick ratio was below 1, But ideal ratio is 1:1, which indicates that company mostly depends on its inventory to meet short-term liabilities.

3.Cash Ratio= Cash & Cash Equivalent/ Current Liabilities

Years	Cash & Cash Equivalent	Current Liabilities	Ratio
2023-24	603.58	9422.33	0.06
2022-23	330.81	7896.09	0.04
2021-22	148.09	7144.05	0.02
2020-21	116.10	9216.49	0.01
2019-20	117.59	6473.75	0.02



Interpretation:

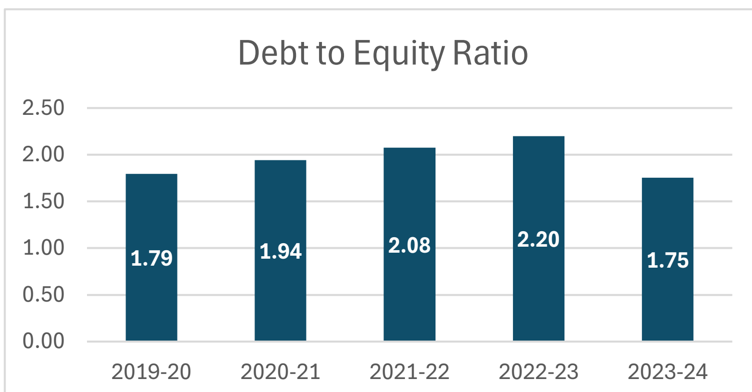
Cash ratio reflects that company can pay its current liabilities through only cash & cash equivalents.

In the chart, it shows that company equivalents ratio increases gradually compared to the past years. Though among all these years cash equivalents are lower than 0.10, which indicates Envoy holds low cash relative to its short-term liabilities. It may push company to liquidity risk.

B. Leverage Ratio

1.Debt to equity ratio=Total Debt/Total Equity

Year	Total Debt	Total Equity	Ratio
2023-24	15275.22	8710.78	1.75
2022-23	14232.68	6469.65	2.20
2021-22	13312.31	6409.05	2.08
2020-21	12311.1	6338.51	1.94
2019-20	11564.93	6445.48	1.79

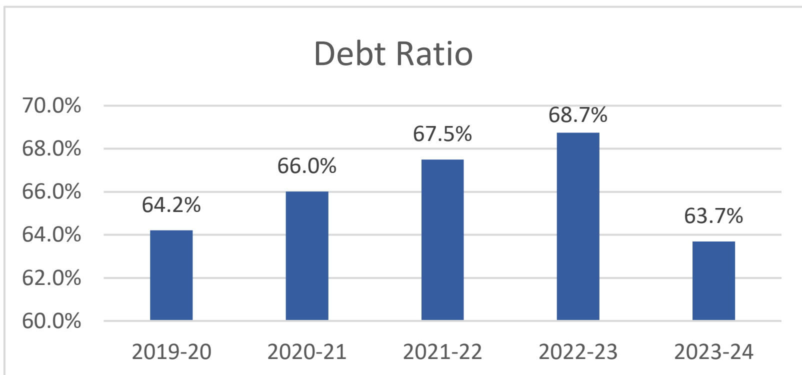


Interpretation:

Debt equity ratio reflects the proportion of debt and equity that is financing the assets of a firm. In Debt-Equity ratio ideal ratio is 1:1 it says equity and debt should be equivalent. But in the chart, it shows that in these years the ratio was above 1 even in 2022 and 2023 it was above 2, which indicates that company is financing more from debt than equity to operate its business. Though in 2024it reduced to 1.75 from 2.20 which reflects relatively stronger financial stability than the previous years.

2.Debt Ratio=Total Debt/Total Asset

Year	Total Debt	Total Asset	Ratio
2023-24	15275.22	23986.00	63.68%
2022-23	14232.68	20702.32	68.75%
2021-22	13312.31	19721.36	67.50%
2020-21	12311.1	18649.60	66.01%
2019-20	11564.93	18010.40	64.21%



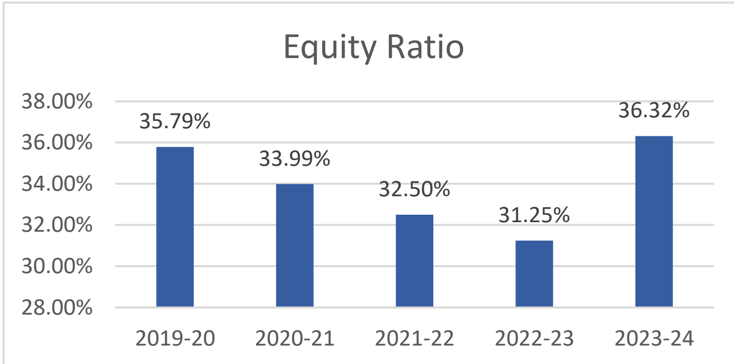
Interpretation:

Debt Ratio indicates how much company debt is used to finance its assets.

In the debt ratio chart, it shows in every year more than 60% of assets are financed by debt, which is a financial risk for a company. The ratio gradually increased from 2020 to 2023 and peaked at 68.7%. Though in 2024 it improved its asset management and reduced debt to 63.7% which is the lowest among them, still it is above 60% which indicates it is significantly dependent on debt.

3.Equity Ratio=Share Holder's Equity/Total Assets

Year	Total Equity	Total Asset	Ratio
2023-24	8710.78	23986.00	36.32
2022-23	6469.65	20702.32	31.25
2021-22	6409.05	19721.36	32.50
2020-21	6338.51	18649.60	33.99
2019-20	6445.48	18010.40	35.79

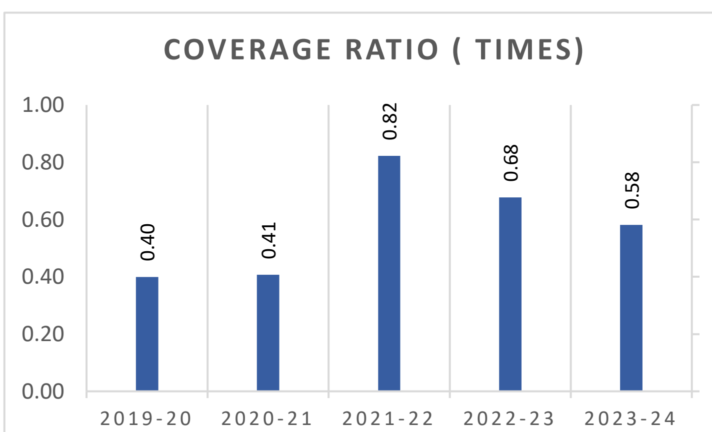


Interpretation:

In Equity Ratio Ideal percentage is 50%. But the above chart shows all are below 40%. which indicates that more than 60% of assets are financed through debt equity. From 2020 to 2023 the rate drastically reduced which reflects weak financial solvency than the previous year. Though in 2024 it peaked from all the previous years, which shows comparatively better financial solvency. However, it is still at financial risk and depends on debt financing.

4.Interest Coverage Ratio=EBIT /Interest Expense

Year	Ebit	Financial Expenses	Ratio
2023-24	716.18	1232.51	0.58
2022-23	517.22	763.26	0.68
2021-22	596.4	724.93	0.82
2020-21	289.96	712.55	0.41
2019-20	287.03	718.1	0.40



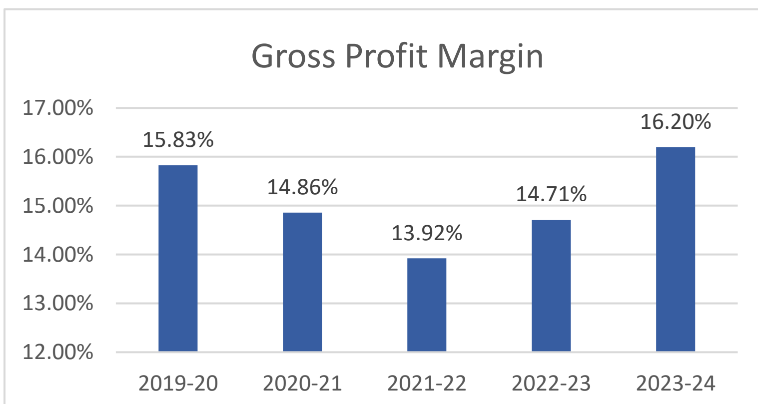
Interpretation:

The chart shows that throughout the years coverage ratio was lower than 1.o times, which indicates that company's earnings are not enough to fully pay its interest expenses. And has a risk of default. To cover interest payments this company needs more financing and retained earnings.

C. Profitability Ratio

1.Gross Profit Margin=Gross Profit/Net sales

Year	Gross Profit	Revenue	Gross Profit Ratio
2023-24	2309.97	14261.38	16.20%
2022-23	1632.15	11094.99	14.71%
2021-22	1726.22	12401.55	13.92%
2020-21	1287.44	8665.3	14.86%
2019-20	1294.09	8176.82	15.83%



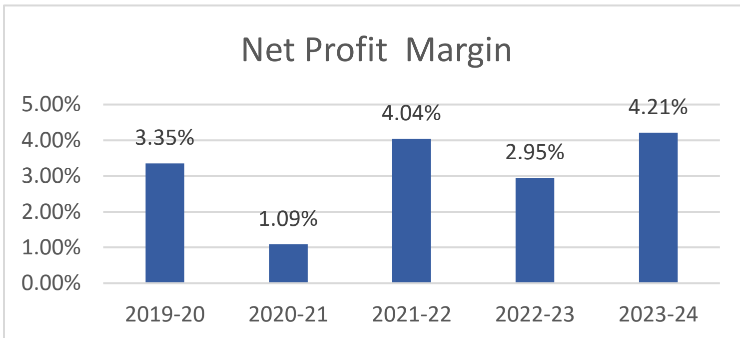
Interpretation:

The Gross profit margin ratio reflects company's ability to cover its operating expenses.

In the chart it shows during covid 19 period 2020 to 2022 the margin gradually decreased to lowest point which was 13.92% then in 2023 and 2024 it tends to increase which indicates improving efficiency and reduce cost and increased sales relative to previous years.

2.Net Profit Margin=Net Profit/Net Sales

Year	Net Profit After Tax	Revenue	Net Profit Ratio
2023-24	600.39	14261.38	4.21%
2022-23	327.28	11094.99	2.95%
2021-22	501.31	12401.55	4.04%
2020-21	94.77	8665.3	1.09%
2019-20	274.12	8176.82	3.35%



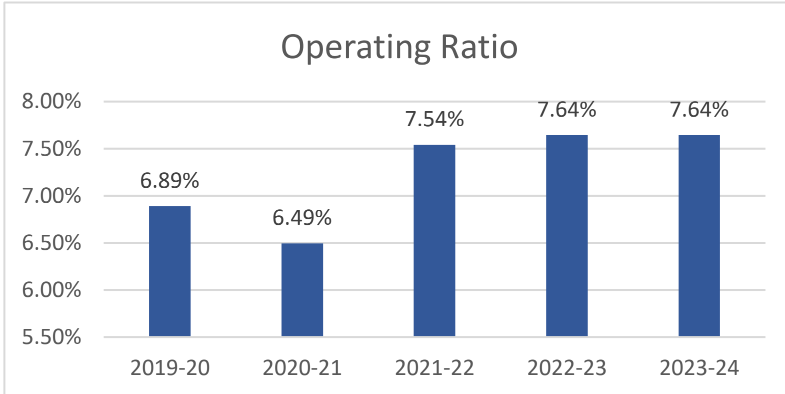
<u>Interpretation:</u>

Net Profit Margin reflects how efficiently revenue converts into revenue overcoming the costs.it helps comparing among companies about their strength's weakness and improvement.

In the chart in 2024 NPM was highest throughout the years which was 4.21%.and lowest among them was 1.09% in 2021.Although due to foreign currency volatility and excessive cost NPM was not good, overall NPM was positive.

3.Operating Profit Margin=Operating Profit/Net sales

Year	Ebit	Revenue	Operating Margin
2023-24	716.18	14261.38	7.64%
2022-23	517.22	11094.99	7.64%
2021-22	596.39	12401.55	7.54%
2020-21	289.97	8665.3	6.49%
2019-20	287.04	8176.82	6.89%

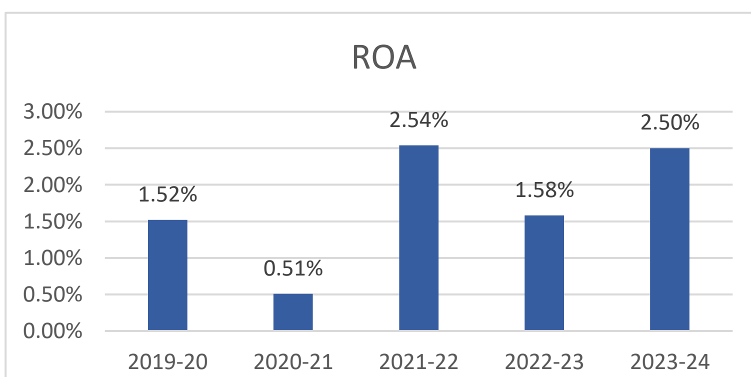


Interpretation:

Operating Profit Margin reflects how efficiently firm's operates business and manages costs. In the above ratio it shows in 2021 the ratio was lowest which was 6.49%. then it drastically improved to 7.54% and in 2023 and 2024 it was constant and peaked to 7.64%, which indicates firm's cost management and operating resilience is improved than past years.

4.ROA=Net Profit After Tax/Total Asset

Year	Net Profit After Tax	Total Asset	ROA
2023-24	600.39	23986.00	2.50%
2022-23	327.28	20702.32	1.58%
2021-22	501.31	19721.36	2.54%
2020-21	94.77	18649.60	0.51%
2019-20	274.12	18010.40	1.52%



Interpretation:

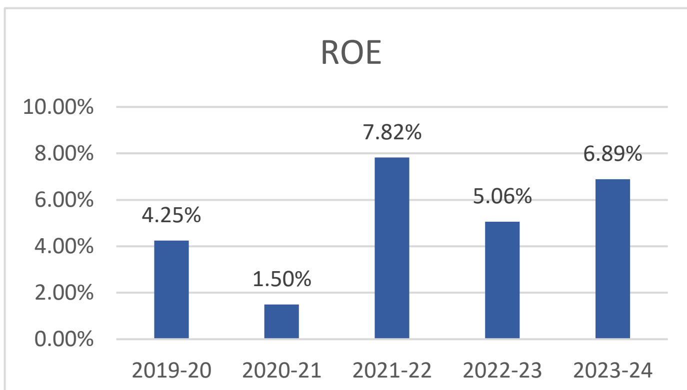
ROA reflects how effectively firms use their assets to generate profit.

Throughout the years company has not generated returns as it should be, which is 5%.

In the ups and downs 2021 it was at their zenith, which was .51% and the very next year it drastically improved to 2.54% and continued to the ups and downs. Overall firm needs to increase asset productivity for more profit generation.

5.ROE=Net Profit After Tax/Total Equity

Year	Net Profit After Tax	Total Equity	ROE
2023-24	600.39	8710.78	6.89%
2022-23	327.28	6469.65	5.06%
2021-22	501.31	6409.05	7.82%
2020-21	94.77	6338.51	1.50%
2019-20	274.12	6445.48	4.25%



Interpretation:

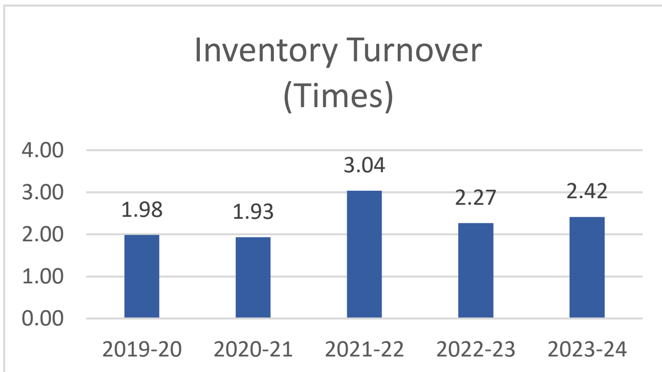
ROE reflects how effectively firms invested capital to generate profit. It is essential for investors to assess company's investment decisions.

In the chart it shows throughout the years when investment increases, return increases. During covid 19 2020,2021 ROE was low. But in 2022 it touches highest point which indicates rising investments. In the very next year, it drops to 7.82% to 5.06%.and then slightly increased in 2024 which refers to further improvement in ROE.

D. Activity/Efficiency Ratio:

1.Inventory Turnover (Times)=Cogs/Avg Inventory

Year	Cost Of Goods Sold	Avg Inventory	Inventory Turnover (Times)
2023-24	11951.41	4948.72	2.42
2022-23	9462.84	4177.56	2.27
2021-22	10675.33	3517.105	3.04
2020-21	7377.86	3817.61	1.93
2019-20	6882.73	3470.785	1.98



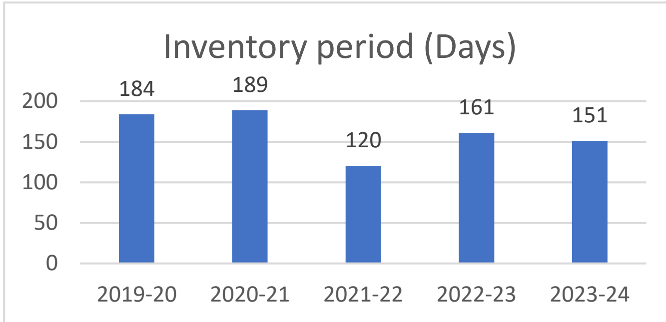
Interpretation:

Inventory Turnover ratio reflects how quickly inventory is sold. And it helps to calculate how efficiently inventory is used. It is essential for production firm because too high ratio indicates that company has too little stock and low ratio indicates that company is overstocking and low sales.

In the chart it shows throughout the years maximum turnover was below 3 whereas the ideal turnover should be above 5. It can be considered during the covid period turnover was lowest then it improved in the next year though it dropped again in the following years, which indicates that products are overstocked or not selling as required.

#Turnover Period=365/Inventory turnover

Year	Inventory Period (Days)
2023-24	151
2022-23	161
2021-22	120
2020-21	189
2019-20	184



Interpretation:

Inventory Turnover period reflects the days that takes a company to sell its inventory. Short period indicates efficient sales.

In the chart it shows in 2022 the days were lowest to 120 days, which indicates after pandemic, requirements of products increased. But 2023 and 2024 period got longer mirroring slow sales and overstocking. However firm needs to focus on lowering the number of days.

2.Working Capital Turnover Ratio=Net Sales/Avg Working Capital

Year	Revenue	Avg Working Cap	Working Cap Turnover Ratio
2023-24	14261.38	2302.085	6.19
2022-23	11094.99	2277.555	4.87
2021-22	12401.55	547.735	22.64
2020-21	8665.3	-193.25	-44.83
2019-20	8176.82	579.975	14.09

Interpretation:

Working Capital Turnover Ratio reflects firm's how effectively using its working capital to generate sales. A positive ratio indicates healthy cash flow and operational efficiency.

In the table there shows negative ratio in 2021 that indicates during covid period current liabilities exceeded current assets. Then in the following year it recovers and stood highest among the years. But in 2024 it was 6.19, which refers balanced and stable turnover. And companies need to maintain it in the future for sustainable working capital.

3.Debtor Turnover Ratio=Net Sales/Avg Accounts Receivable

Year	Revenue	Avg Accounts Receivable	Turnover (Times)
2023-24	14261.38	4845.77	2.94

2022-23	11094.99	4711.98	2.35
2021-22	12401.55	4547.655	2.73
2020-21	8665.3	3436.73	2.52
2019-20	8176.82	3174.18	2.58

Interpretation:

Debtor Turnover Ratio reflects how efficient at collecting its debt.
In the table it shows turnover times are below 3. Though in 2024 collection efficiency was 2.94 which was highest than the previous years.

#Average Collection Period=365/Avg Accounts Receivable

Year	Turnover (Times)	Average Collection Period (Days)
2023-24	2.94	124
2022-23	2.35	155
2021-22	2.73	134
2020-21	2.52	145
2019-20	2.58	142

Interpretation:

Debtor collection period reflects the number of days that it takes to collect debts.
In the table it shows that maximum collection period was 155 in 2023 and reduced to 124 in 2024, which indicates improvement of collection efficiency. But collection periods 120 to 150 are still quite long, improving collection period can reduce dependency on show term loan and improve liquidity.

3.Creditor Turnover Ratio=Net Credit Purchase/Ag Accounts Payable

Year	Net Credit Purchase	Avg Accounts Payable	Turnover
2023-24	8945.28	1677.715	5.33
2022-23	8825.48	1157.85	7.62
2021-22	8263.09	491.93	16.80
2020-21	4640.6	214.89	21.60
2019-20	5707.34	128.58	13.68

Interpretation:

Creditor turnover ratio reflects how frequently firm is paying its creditor.
Low ratio indicates that company is struggling to pay its creditor.

The table shows that in 2021 ratio was high which refers that company paying its bills often. Though it reduces in 2020 to 16.80, and in the following years it drastically dropped to lowest in 2024, which was 5.33. But still the ratio is good to go.

#Average Payment Period=365/Avg Creditor Turnover

Year	Turnover (Times)	Average Payment Period (Days)
2023-24	5.33	68
2022-23	7.62	48
2021-22	16.80	22
2020-21	21.60	17
2019-20	13.68	27

Interpretation:

Payment Period Indicates how many days it takes to pay the creditor.

The table shows in 2021 payments were very fast, which was 17 days. But by the passing year it gradually takes longer to pay 68 days, which indicates either firms struggling to pay bills or intentionally delaying finance working capital or other expenses.

5.5 Major Findings

The major findings I found are discussed below:

- **Major Debt Dependency:**
  Company is greatly dependent on borrowed money rather than equity to finance its operations.
- **Insufficient Interest Coverage:**
  Company's EBIT is not enough to cover its financial expenses.
- **Low Liquidity and dependency on Inventory:**
  Company has very low amount of cash to its debt obligations. And mostly dependent on inventory sales to pay its short-term obligations.
- **Less Inventory Turnover & Long Collection Period:**
  Company is overstocking and has slow inventory sales. Moreover, payment collection from customers is not fast enough as it should be, which create pressure on working capital.

Chapter 6 Conclusion

My experience as an intern at Envoy Textile Ltd was smooth and gave me a better grip on real-life corporate operations. I got the chance to work closely in the finance division. During the internship I was exploring, learning and helping with almost all kinds of financial operations at Envoy.

The Interdepartmental cooperation helped me a lot. While I faced any challenges in any task, I got support and gained better understanding of how firms solve these issues. Along with this it taught me flexibility and problem-solving skills.

Moreover, working with people of different places and cultures helped me to learn different things like human behaviors, actions, style, gestures, mentality. Also helped me to hone my soft skills like communication, time management, etiquette, humility, sharing and giving tendency.

Overall, my internship served as frog's leg for my career. It honed my professional perspective, enhanced soft and hard skills, and a tendency to take on challenges and responsibilities. Undoubtedly what I learned during my internship will help me grow both personally and professionally.

Chapter 7 Implications

7.1 Implications

Implications of Academic learning:

During my internship I was able to apply my theoretical knowledge to my real-life corporate work.

Impact on the organization:

Although I was an Intern and my responsibilities were limited. But I was able to help them by taking their parts and reduced their workload with my efficiency and diligence.

Skill Learned:

By the end of the internship, I was able to learn use of excel, prepare cheques, and how to reconciliate bank transactions. I also learned about vat challan like mushok 6.1,6.3. And soft skills such as communication, time management, adaptability, etiquette and patience also helped me to interact with mentors for their guidance.

7.2 Recommendations

Based on my findings, I suggested some recommendations,

- **Focus on Consolidation of Debt:**
  Consolidate high interest STL into Long term loan with fixed interest to improve stability.
- **Focus on High Margin Export:**
  Company can use their face value to capture more clients and increase EBIT to interest coverage.
- **Optimize Inventory Management and Cash Position:**
  Implement Inventory Management System to check real-time stocks and automated reordering. And make heterogeneous funding sources and sell idle assets for instant cash.
- **Decrease Inventory Stock Time & Increase Collection Period:**
  Implement 60-90 days cash goal which focuses on making products only what is ordered and selling now. Also company should offer rewards on early payment from client's to speed up the collection.

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3.Zachariah, S. E. (2021). A Report On The Financial Performance Analysis Of Coirfed, Alappuzha Submitted by Under the Guidance of Prof. Dr Asha Lakshmi R K (Faculty Guide) Accredited by NAAC With "A" Grade Department Of Management Studies Mar Athanasios College for Advanced Studies Tiruvalla. www.macfast.org

Appendix

DAFFODIL INTERNATIONAL UNIVERSITY Faculty of Business and Entrepreneurship (FBE) Department of Business Administration **INTERNSHIP LOGBOOK**

<table>
<tr><td>Student's Name:</td><td>Ariful Islam Emon</td><td>Internship Site:</td><td>Envoy Textile Ltd</td></tr>
<tr><td>Supervisor's Name:</td><td>Md. Moazzam Hossain</td><td>Week Beginning:</td><td>15th July, 2025</td></tr>
<tr><td colspan="2">Internship Coordinator/Advisor:</td><td colspan="2">Dr. Nurul Mohammad Zayed</td></tr>
</table>

Summary of Internship Activities (max 200 words)

During my internship at Envoy Textile Ltd, I was able to coordinate my academic learnings with corporate work in Finance and Accounting sector. My responsibilities included preparing top sheets for party payments, voucher entry, advance adjustment, c & f adjustment, withdrawing money by issuing cheque, deposit money, fund transfer by BEFTN and RTGS, record petty cash, mushok record for vat audit, create master sales order (MSO) and sales order (SO) for party, employee vat tax calculation. Besides of all these, since my company is 100% export-oriented company, I also had to visit factory and had a opportunity to explore every corner of it.

This internship helped me to achieve pragmatic experience of a corporate with the most exclusive software like excel, Tally Prime, Kandaree which is essential for strengthening my skills.

Along with the technical skill, I also increased my ability of adaptability, communication, etiquette, time management, discipline. Attend fire Training session, engaged employee's birthday celebration, farewell celebration, internal meetings before AGM.

Substantially, this internship improved my professional knowledge and build me up for further career opportunities.

Week & Date	Description of Activity
Week 1	• Since it is an export-oriented company there are two offices along with the factory so every week I was assigned to new mentors of finance division. • IT Training, Fire Training Session at Factory • Explore Denim Unit, learn about denim process (Planning, ball warping, dying, LCB, sizing, weaving, finishing, inspection, clearance, delivery) and machinery. • Explore Spinning Unit and learn about its processing (Blow room, Carding, Lap Former, Comber, Finisher Draw Frame, Simplex, Winding, Yarn Conditioner, Final Inspection & Packing) and Machineries. • Learned how to test and develop fabric quality in R&D.
Week 2	• Assigned to mentor to teach his part of job. • Learned to record party payment vouchers. • Prepared advance voucher manually. • Identify heads by checking party top sheets. • Prepare journal in software. • Advance adjustment with supporting documents and record it in software.
Week 3	• Carrying out same tasks with better performance. • Assigned to new mentor to understand his designated job. • Prepare and record party top sheets which received from internal audit. • Delivered documents of EFT for Party payments.
Week 4	• Assigned to new sir while carrying out previous task every Tuesday and becoming efficient. • I learned about finance settlement. • Separated small bills according to place (factory bills, admin bills, corporate office) and types (Fuel bill, conveyance bill, refreshment bill) with supporting papers. • Made top sheets of separated bills for record purpose.
Week 5	• Assigned to new sir who taught me about production cost. • Learn about liability position of company, which type of loan took from which bank and branch at what interest rates etc. • Discover new types of loans like UPAS, EDF, cash credit, term loan.

Week 6	• As I carried out previous tasks I also went to new mentor for his guidance. • Since he does work with finance, which is confidential, he couldn't teach me much of his job. • Though I was assigned to write a proper cheque and record in cheque book. • Cash withdraw by issuing cheque and cash deposit.
Week 7	• Sir gave me an LC copy, first time watching it. • It contains all the details about buyers' sellers, products, tax depending on what kind of product is imported, because if it is machinery or raw cotton or chemical, then tax and other duty fee will be exempted. However, on spare parts tax and other fees will not be exempted. • I also learned about custom duty, supplementary duty, AIT, AT, ATV. • Furthermore, he taught me Govt. and non govt. employee's source tax deduction process and how much rebate he can get? Along with regular tax rate, slab rate and tax limit according to the category (regular, woman, disable, freedom fighter) • Prepare an RTGS form for payment.
Week 8	• Transferred to new mentor for learning and doing his part of job. • Since his part of job is sensitive and includes entire employees of the company, single digit mistake can cause huge financial error. So instead of assigning any task he showed me what he does. • Yearly- Updating RF accounts, WPPF accounts, award documents, ADB processing. • Monthly-FDR renewal/closing/purchase, liability position, denim-spinning production sales report, chemical cost analysis, bills, payable receivable pending report. • Daily Final settlement, sales commission checking, LC advice, acceptance follow up, cost saving/value addition. • Taught me how WPPF distributed among employees.
Week 9	• Assigned to another mentor • Taught me how companies collect funds. • Briefed about Cash credit, overdraft, Time overdraft, single overdraft which uses for regular working capital. • Summarized about RL, DL, STL, RSTL, USTL (kind of TOD) and bill Discounting. • Also learned how LC is provided in the case of import (1. Deferred LC 2. At sight-i) EDF from Bangladesh bank ii) UPAS from other banks). • Along with those I learned about using bank guarantee, zero coupon, GTC& JICA and Hedging foreign currency) for collecting funds.

Week 10	• Cross checked bank transactions and helped with bank reconciliation. • Lectured about types of fund transfer and cheque company uses for transaction. • And practically helped with RTGS, BEFTN, Cash deposit, Cheque Deposit. • I learned about Company's international Fund Transfer Foreign Telegraphic Transfer (FTT) but didn't get to practically apply it.
Week 11	• Assigned to the Vat Tax dept and practically worked. • Prepared Mushok 6.1 for vat audit. • Checked vat tax is properly included before giving the bills to suppliers. • Also giving proof doc to supplier of payment of vat tax to govt. • Submit Treasury Challan to Bangladesh bank. • Giving certificates to employees as proof they are giving tax according to the law.
Week 12	• As it was related to company's salary and other confidential financial data, this part was only briefed. Not done any practical task. • Update Provident Fund, Maintain Mobile Banking and General Banking or cash of Employee's salary, adjustments of advance, Distinguish Worker's Profit Participation Fund (WPPF) sheet from salary sheet. • Bonus, double, negative or absent deduction adjust. • Maintain the salary and other facilitation structure of band score 1-6 and above 6. • Record sales according to fabric wise and party wise assuming the dollar rate as rational rate.

Intern Signature	Ariful Islam Emon	26th October,2025
	Signature over printed name of student	Date

DAFFODIL INTERNATIONAL UNIVERSITY

Faculty of Business and Entrepreneurship (FBE)

Department of Business Administration

Intern Assessment Form (Employer)

Semester: Summer Year: 2025

Name of the Intern: **Ariful Islam Emon**

Name of the Supervisor: Mohammad Moazzam Hossain

Please rate the Intern's Performance based on the following criteria (Please Tick "✓")

Specific Area	Please rate his/her performance on a 10-point Scale (1=Poor Performance, ….10= High Performance)									
Regularity in Office	1	2	3	4	5	6	7	8	9	✓10
Communication Skill	1	2	3	4	5	6	7	8	✓9	10
Work Responsibilities & Accountability	1	2	3	4	5	6	7	8	9	✓10
Work Ability (Independently/Team)	1	2	3	4	5	6	7	8	9	✓10
Adaptability in working place	1	2	3	4	5	6	7	8	✓9	10

Moazzam 15/10/25

Signature with Date:
(Including official seal)

Md. Moazzam Hossain
Senior Manager
Finance Division
Envoy Textiles Limited